



"The City with a Heart"

Rico Medina, Mayor
Linda Mason, Vice Mayor
Tom Hamilton, Councilmember
Marty Medina, Councilmember
Michael Salazar, Councilmember

**AB-361
CORONAVIRUS COVID-19**

On September 16, 2021, the Governor of California signed AB-361 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the CDC's social distancing guidelines which discourage large public gatherings, the San Bruno City Council meetings are being conducted electronically. The meeting is not available for in-person attendance. Members of the public may attend the meeting by video or phone linked in this agenda or watch by livestream at [youtube.com/user/cityofsanbruno](https://www.youtube.com/user/cityofsanbruno). CityNet Services Channel 1 will air the meeting live and the recorded meeting will be made available for viewing on the City's YouTube channel after the meeting has concluded.

If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, please email cityclerk@sanbruno.ca.gov. Emails received before the special or regular meeting start time will be forwarded to the City Council, posted on the City's website and will become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the City Council and filed with the agenda packet becoming part of the public record for that meeting. Emails received will not be read aloud during the meeting.

Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact the City Clerk 48 hours prior to the meeting at (650) 616-7070 or by email at cityclerk@sanbruno.ca.gov. Notification in advance of the meeting will enable the City of San Bruno to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

**AGENDA
SAN BRUNO CITY COUNCIL
June 14, 2022
7:00 PM
Zoom Meeting Details**

[https://sanbruno-ca-gov.zoom.us/j/89601135049?
pwd=dmtHczE2ejdZQXRUVnNpWmZXdEduZz09](https://sanbruno-ca-gov.zoom.us/j/89601135049?pwd=dmtHczE2ejdZQXRUVnNpWmZXdEduZz09)

Webinar or Meeting ID: 896 0113 5049

Webinar or Meeting Password: 642767

Zoom Phone Line: 1-646-558-8656 (*same webinar ID and password
as above*)

City Council meetings are conducted in accordance with Roberts Rules of Order. All regular Council meetings are recorded and televised on CityNet Services Channel 1 and replayed the following Thursday, at 2:00 pm.

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

Individuals allowed three minutes. It is the Council's policy to refer matters raised in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Council from discussing or acting upon any matter not agendaized pursuant to State Law.

5. **ANNOUNCEMENTS/PRESENTATIONS**

- a. Receive Update from Recology San Bruno on the Success of the Spring 2022 Community Clean-Up (Drop-Off) Event
- b. Receive Presentation on 4th of July Fireworks Public Safety Operations Plans
- c. San Bruno Recreation and Aquatics Center Update and Set Public Hearing for June 28th, 2022 to Consider Adopting Resolution Authorizing the City Manager to Enter into a Power Purchase Agreement with Peninsula Clean Energy to Deploy a Solar Photovoltaic System on the San Bruno Recreation and Aquatics Center Should the City Manager Determine Adequate Cost Efficiency or Other Community Benefits Associated with the Agreement
- d. Receive Proclamation Declaring June 19-25 as National Mosquito Control Awareness Week

6. **CONSENT CALENDAR**

All items are considered routine or implement an earlier Council action and may be enacted by one motion; there will be no separate discussion, unless requested.

- a. Approve Investment Report and Reconciliation of General Ledger to Bank Report Dated April 30, 2022
- b. Approve Accounts Payable for May 23, 2022, May 31, 2022, and June 6, 2022

- c. Accept Payroll for May 22, 2022
- d. Receive Written Update on the City's Response Efforts to COVID-19
- e. Authorize Fireworks Stand Permits for 2022 Upon Finding that the Non-Profit Organizations Meet Requirements of Resolutions 2008-67, 2009-46 and Ordinance Nos. 1700 and 1840
- f. Adopt Resolution Declaring the Continued State of Local Emergency and Need for the City Council and Other Legislative Bodies Subject to the Ralph M. Brown Act to Continue to Teleconference in Order to Ensure the Health and Safety of the Public Pursuant to AB 361
- g. Adopt Resolution Authorizing the City Manager to Execute a Memorandum of Understanding with San Mateo County Transportation Authority, Peninsula Corridor Joint Powers Board, and City of South San Francisco for the Preliminary Engineering/Environmental Review Phase of the South Linden Avenue and Scott Street Grade Separation Project, with Commitment of Local Match of up to \$163,350
- h. Adopt Resolution Adopting a List of Projects for Fiscal Year 2022-23 Funded by SB1: The Road Repair and Accountability Act of 2017
- i. Adopt Resolution to Provide for the Conduct of a November 8, 2022, General Municipal Election for Officers: 1) Calling and Giving Notice of Holding a General Municipal Election to be held on Tuesday, November 8, 2022, for the Election of Certain Officers as Required by the Provisions of Laws of the State of California Relating to General Law Cities; 2) Requesting Election Consolidation with the Statewide General Election to be held on Tuesday, November 8, 2022; 3) Contracting with the San Mateo County Chief Elections Officer and Assessor-County Clerk-Recorder for Elections Services; and 4) Providing for Notice of Election
- j. Adopt Resolution Approving Agreement between the City of San Bruno and the Public Safety Mid-Management Bargaining Unit and Authorizing Execution by the City Manager
- k. Waive Second Reading and Adopt an Ordinance Amending Chapter 10.16 (Water Conservation) of the San Bruno Municipal Code

7. **STUDY SESSION**

- a. Receive the City Manager's Proposed Budget for Fiscal Year 2022-23 and Staff Presentations on Capital Improve Program (Budget Study Session 2)

8. **COMMENTS FROM COUNCIL MEMBERS**

9. **ADJOURNMENT** – The next Regular City Council Meeting will be held on June 28, 2022 at 7:00 p.m.



Proclamation

Declaring June 19-25 as National Mosquito Control Awareness Week in the City of San Bruno

WHEREAS, The American Mosquito Control Association has declared the week of June 19-25 2022 as National Mosquito Control Awareness Week; and

WHEREAS, National Mosquito Control Awareness Week aims to educate the public about the significance of mosquitoes in their daily lives and the important service provided by mosquito control workers; and

WHEREAS, From 2003 to 2021, there have been 7,473 WNV human cases with 359 deaths reported in California; and

WHEREAS, As a result of the threat mosquitoes posed to California's economic development and health of its citizens, 107 years ago the California Legislature enacted California's Mosquito Abatement Districts Act (Assembly Bill 1590, passed in 1915); and

WHEREAS, Professional mosquito and vector control, based on scientific research, has made great advances in safely reducing mosquito and vector populations and the diseases they transmit; and

WHEREAS, The San Mateo County Mosquito and Vector Control District was established in 1916; and

WHEREAS, The San Mateo County Mosquito and Vector Control District's mission is to safeguard the health and comfort of the citizens of San Mateo County through a science-based program of integrated vector management; and

WHEREAS, "National Mosquito Control Awareness Week" will increase the public's awareness of the threat of diseases and encourage the public to take action in preventing mosquito-transmitted disease and will highlight the activities of the various mosquito and vector research and control agencies working to minimize the health threat within California.

NOW, THEREFORE, I Rico E. Medina, Mayor of the City of San Bruno do hereby proclaim the week of June 19-25, 2022 as Mosquito Control Awareness Week in San Bruno.



Dated this 14th day of June 2022

Rico E. Medina, Mayor



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: June 14, 2022
TO: Honorable Mayor and Members of the City Council
FROM: Qianyu Sun, Finance Director
PREPARED BY: Esther Garibay-Fernandes, Financial Services Manager
SUBJECT: Monthly Investment Report – April 2022

The table below summarizes the investment portfolio's total book value by Investment type.

Investment Type	Total Book Value
TriCounties Bank	\$17,976,836
Local Agency Investment Fund	29,094,143
San Mateo County Pool	23,584,065
Government Agency Investments	73,056,462
Municipal Bonds	26,337,666
Certificate of Deposit	500,000
Money Market Investments	3,676
Total Investments	\$170,552,849

Respectfully submitted,

Finance Director

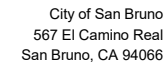
Date



CITY OF SAN BRUNO
Portfolio Summary
April 30, 2022

City of San Bruno
567 El Camino Real
San Bruno, CA 94066

Investments	Coupon Rate	CUSIP	Book Value	Market Value	YTM	Maturity Date	% of Portfolio
Short Term Investments							
TriCounties Bank Cash Balance			17,976,836	17,976,836	0.00%	N/A	11%
Pooled Investments							
Local Agency Investment Fund			25,800,140	25,800,140	0.52%	NA	15%
Glenview Fire Local Agency Investment Fund			3,294,004	3,294,004	0.52%	NA	2%
Total LAIF			29,094,143	29,094,143			17%
San Mateo County Pool			23,584,065	23,584,065	0.93%		14%
Money Market Investments							
U.S. Government Money Market		31846V567	3,676	3,676	0.00%	NA	0%
Total Money Market Investments			3,676	3,676			
Certificate of Deposit							
Morgan Stanley Bank Brokered CD	1.95%	61690UPF1	250,000	244,338	1.84%	November 29, 2024	0.15%
Morgan Stanley Private Bank Brokered CD	1.90%	61760A3L1	250,000	244,028	1.80%	November 29, 2024	0.15%
Total Certificate of Deposit			500,000	488,365			0%
Total Short Term Investments			71,158,721	71,147,086			
Municipal Bonds							
San Francisco Ca City/County Pub Util	0.50%	79771FAW7	1,631,308	1,586,405	0.78%	November 1, 2023	1%
Riverside Community College Non-Callable GO	3.61%	76886PFF5	1,080,380	1,006,420	0.70%	August 1, 2024	1%
California St Univ Revenue Txbi Ref Ser B	2.18%	13077DHM7	1,547,193	1,479,416	1.51%	November 1, 2024	1%
California St Federally Taxable Var	3.38%	13063DGB8	1,105,910	1,008,853	0.69%	April 1, 2025	1%
California St Federally Taxable Var	3.38%	13063DGB8	1,466,885	1,338,149	0.65%	April 1, 2025	1%
University Calif Revs Taxable Gen Bds	0.88%	91412HGE7	1,513,455	1,392,240	0.65%	May 15, 2025	1%
Los Angeles Calif Comm Coll Dist GOB Unlimited Tax	0.77%	54438CYK2	2,000,000	1,851,140	0.77%	August 1, 2025	1%
California St Univ Revenue	0.89%	13077DML3	1,459,170	1,375,395	1.64%	November 1, 2025	1%
California St Taxable Various GOB	2.65%	13063DMA3	1,068,690	976,610	1.07%	April 1, 2026	1%
Pasadena USD non-callable GOB	2.07%	702282QD9	1,043,920	941,730	1.09%	May 1, 2026	1%
Los Angeles Unified SD non-callable	1.46%	544547FC9	2,009,340	1,834,220	1.35%	July 1, 2026	1%
Southern California St Public Pwer Auth	1.26%	842475P82	1,555,751	1,469,287	1.77%	July 1, 2026	1%
San Jose CA Redev Agy Successor Agy Tax Allocation	3.18%	798170AJ5	1,405,984	1,297,101	1.51%	August 1, 2026	1%
San Jose CA Redev Agy Successor Agy Tax Allocation	3.18%	798170AJ5	1,223,083	1,128,364	2.09%	August 1, 2026	1%
Cupertino UHSD Taxable non-callable GOB	2.15%	231237P28	1,057,240	958,990	0.96%	August 1, 2026	1%
Santa Monica CCD taxable non-callable GOB	1.04%	802385RR7	755,235	681,810	0.90%	August 1, 2026	0%
Los Angeles Calif Comm Coll Dist GOB Unlimited Tax	1.17%	54438CYL0	998,010	916,790	1.22%	August 1, 2026	1%
San Dieguito CA Union High Sch Dist	1.86%	797508HF8	987,050	947,570	2.17%	August 1, 2026	1%
California St Taxable BID non-callable	2.38%	13063DRD2	736,400	675,287	1.28%	October 1, 2026	0%
California St Taxable BID non-callable	2.38%	13063DRD2	743,022	681,359	1.37%	October 1, 2026	0%
California St Univ Revenue	1.14%	13077DQE5	949,640	901,350	1.14%	November 1, 2026	1%
Total Municipal Bonds Investments			26,337,666	24,448,486			15%



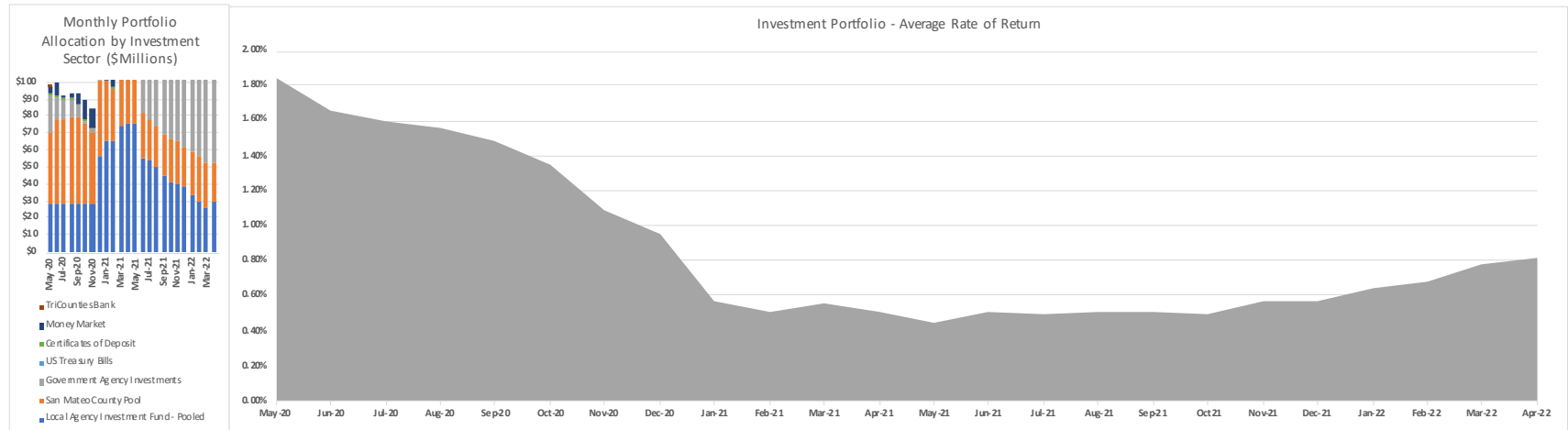
Investments	Coupon Rate	CUSIP	Book Value	Market Value	YTM	Maturity Date	% of Portfolio
US Treasuries & Agencies							
U.S. Treasury Notes	2.88%	9128285K2	1,509,141	1,507,260	0.53%	October 31, 2023	1%
U.S. Treasury Notes (WIT)	0.50%	91282CDM0	999,398	967,770	0.53%	November 30, 2023	1%
U.S. Treasury Notes	0.75%	91282CDR9	1,457,168	1,454,175	2.48%	December 31, 2023	1%
U.S. Treasury Notes	0.88%	91282CDV0	1,972,344	1,939,380	1.59%	January 31, 2024	1%
U.S. Treasury Notes	0.13%	91282CBM2	1,957,031	1,911,960	1.20%	February 15, 2024	1%
U.S. Treasury Notes	0.25%	91282CBR1	1,963,906	1,911,640	1.10%	March 15, 2024	1%
U.S. Treasury Notes	2.25%	912826R6	1,541,836	1,486,590	1.02%	April 30, 2024	1%
U.S. Treasury Notes	2.00%	912828XT2	1,542,656	1,477,620	0.82%	May 31, 2024	1%
U.S. Treasury Notes	1.75%	912828Z68	1,536,680	1,467,660	0.77%	June 30, 2024	1%
U.S. Treasury Notes	0.38%	91282CCL3	1,981,406	1,897,740	0.73%	July 15, 2024	1%
U.S. Treasury Notes	1.25%	912828YE4	1,013,750	964,690	0.75%	August 31, 2024	1%
U.S. Treasury Notes	0.38%	91282CCX7	1,991,563	1,887,580	0.52%	September 15, 2024	1%
U.S. Treasury Notes	1.50%	912828YM6	3,611,016	3,386,250	0.54%	October 31, 2024	2%
U.S. Treasury Notes	2.25%	912828G38	2,115,000	1,969,760	0.53%	November 15, 2024	1%
U.S. Treasury Notes	1.75%	912828YY0	2,081,563	1,942,340	0.58%	December 31, 2024	1%
U.S. Treasury Notes	1.38%	912828Z52	2,055,313	1,920,780	0.60%	January 31, 2025	1%
U.S. Treasury Notes	1.13%	912828ZC7	2,036,016	1,905,400	0.63%	February 28, 2025	1%
U.S. Treasury Notes	0.50%	912828ZF0	1,989,219	1,867,500	0.64%	March 31, 2025	1%
U.S. Treasury Notes	0.25%	912828ZW3	1,963,750	1,839,680	0.71%	June 30, 2025	1%
U.S. Treasury Notes	0.25%	91282CAB7	1,305,746	1,215,436	0.60%	July 31, 2025	1%
U.S. Treasury Notes	0.25%	91282CAJ0	1,958,750	1,830,460	0.75%	August 31, 2025	1%
U.S. Treasury Notes	0.25%	91282CAM3	1,967,446	1,826,180	0.63%	September 30, 2025	1%
U.S. Treasury Notes	0.26%	91282CAT8	1,465,547	1,366,470	0.76%	October 31, 2025	1%
U.S. Treasury Notes	0.38%	91282CAZ4	1,962,891	1,825,700	0.78%	November 30, 2025	1%
U.S. Treasury Notes	0.38%	91282CBC4	1,971,878	1,822,180	0.69%	December 31, 2025	1%
U.S. Treasury Notes	0.38%	91282CBH3	970,234	908,830	1.10%	January 31, 2026	1%
U.S. Treasury Notes	1.57%	912828P46	2,075,391	1,905,160	0.84%	February 15, 2026	1%
U.S. Treasury Notes	0.51%	91282CBQ3	1,966,172	1,822,900	0.85%	February 28, 2026	1%
U.S. Treasury Notes	0.75%	91282CBT7	1,884,859	1,745,853	0.91%	March 31, 2026	1%
U.S. Treasury Notes	0.75%	91282CBW0	1,987,813	1,834,540	0.88%	April 30, 2026	1%
U.S. Treasury Notes	1.63%	912828R36	1,456,000	1,329,286	0.80%	May 15, 2026	1%
Federal Home Loan Bank	0.88%	3130AN4T4	1,148,747	1,057,598	0.90%	June 12, 2026	1%
U.S. Treasury Notes	0.63%	91282CCP4	992,773	907,030	0.77%	July 31, 2026	1%
U.S. Treasury Notes	0.75%	91282CCW9	1,997,813	1,821,400	0.77%	August 31, 2026	1%
U.S. Treasury Notes	1.63%	912828YG9	1,034,219	945,040	0.92%	September 30, 2026	1%
U.S. Treasury Notes (WIT)	0.88%	91282CCZ2	997,227	914,140	0.93%	September 30, 2026	1%
U.S. Treasury Notes (WIT)	1.13%	91282CDG3	995,391	922,598	1.22%	October 31, 2026	1%
U.S. Treasury Notes (WIT)	1.13%	91282CDG3	996,367	923,502	1.20%	October 31, 2026	1%
U.S. Treasury Notes (WIT)	1.25%	91282CDK4	1,501,684	1,391,550	1.23%	November 30, 2026	1%
U.S. Treasury Notes	1.25%	91282CDQ1	1,647,422	1,528,115	1.28%	December 31, 2026	1%
U.S. Treasury Notes	1.25%	912828Z78	1,995,685	1,871,960	1.55%	January 31, 2027	1%
U.S. Treasury Notes	1.88%	91282CEC1	1,982,500	1,904,540	2.06%	February 28, 2027	1%
U.S. Treasury Notes							

Prepared By: CES 5/13/2022
Reviewed By: Danay Sum 5/17/2022



CITY OF SAN BRUNO
Portfolio Summary Metrics
April 30, 2022

Monthly Portfolio Allocation by Investment Sector (\$Millions)	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22
TriCounty Bank	\$4.0	\$8.7	\$15.5	\$15.9	\$15.5	\$17.8	\$22.3	\$16.4	\$14.5	\$22.9	\$7.8	\$10.3	\$17.1	\$12.8	\$14.9	\$16.6	\$16.4	\$21.5	\$16.5	\$17.4	\$17.3	\$20.1	\$20.1	\$17.9
Local Agency Investment Fund - Pooled	27.6	28.6	28.7	28.7	28.7	28.7	28.8	56.8	64.8	64.8	74.8	74.9	74.9	54.9	53.5	49.5	44.4	41.3	39.6	38.0	33.1	29.7	25.6	29.1
San Mateo County Pool	43.3	49.5	49.8	50.4	50.7	46.5	41.9	43.9	35.8	31.4	31.9	33.8	30.2	27.4	24.5	24.9	25.1	25.7	26.2	23.8	25.9	26.1	26.7	23.6
Government Agency Investments	21.0	13.0	11.0	11.0	7.0	2.0	2.0	1.0	0.0	0.0	9.4	9.3	12.2	35.9	37.0	38.0	44.0	44.0	52.5	57.2	62.7	66.6	68.6	73.1
Municipal Bond Investments	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.1	1.1	2.6	4.6	6.1	7.9	8.9	11.1	14.8	17.2	21.6	23.2	26.3	26.3
US Treasury Bills	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Certificates of Deposit	1.0	0.8	0.8	0.8	0.8	0.8	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Money Market	4.8	8.2	2.2	2.2	6.2	11.3	11.5	0.5	6.5	6.5	0.1	0.1	0.0	1.2	0.0	2.0	0.0	2.9	0.0	0.0	0.0	0.1	0.0	0.0
Total	\$101.7	\$108.7	\$108.0	\$108.9	\$108.9	\$107.1	\$107.0	\$119.1	\$122.1	\$126.1	\$125.6	\$130.0	\$137.5	\$137.3	\$136.5	\$139.4	\$139.3	\$147.0	\$150.1	\$154.1	\$161.1	\$166.2	\$167.8	\$170.5
Average Rate of Return	1.85%	1.66%	1.60%	1.56%	1.48%	1.35%	1.09%	0.95%	0.57%	0.51%	0.55%	0.50%	0.44%	0.50%	0.49%	0.51%	0.51%	0.50%	0.57%	0.57%	0.64%	0.68%	0.78%	0.81%





**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: May 23, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan D. Grogan, City Manager

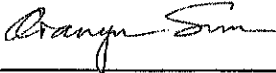
PREPARED BY: Qianyu Sun, Finance Director
Kathleen O'Malley, Accounting & Customer Service Representative

SUBJECT: Accounts Payable Warrant Register

This is to certify that the claims listed on pages 1 to 2 inclusive, and/or claims numbered from 197782 through 197881 inclusive, totaling \$2,051,109.94 have been checked in detail and approved by the proper officials, and in my opinion, represent fair and just charges against the City in accordance with their respective amounts. The table below summarizes the total paid by Fund.

Fund	Fund Name	Amount
001	General Fund	\$113,814.90
006	American Rescue Plan Act	\$94.19
122	Solid Waste/Recycle	\$201.88
132	Agency On Aging	\$2,455.61
133	Restricted Revenues	\$114.84
137	Developer Project Contributions	\$6,383.66
201	Parks and Facilities Capital	\$1,381,599.01
203	Street Improvement Projects	\$118,993.66
611	Water Fund	104,139.61
621	Stormwater Fund	483.92
631	Wastewater Fund	299,094.82
641	CityNet Services Fund	2,000.00
701	Central Garage	5,197.87
702	Facility Maintenance Fund	13,827.87
711	Self-Insurance	2,708.10
TOTAL FOR APPROVAL		\$2,051,109.94

Respectfully submitted,


Finance Director

5/27/2022
Date

Document group: dliu Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount
0107236 24/7 ROOTER & PLUMBING	197782	5/23/2022	1,000.00
0017188 3T EQUIPMENT COMPANY INC.	197783	5/23/2022	675.02
0104680 ACCESS 24 COMMUNICATIONS INC.	197784	5/23/2022	617.15
0000858 ADECCO EMPLOYMENT SERVICES	197785	5/23/2022	658.08
0000163 AIRPORT AUTO PARTS INC.	197786	5/23/2022	661.12
0018902 ALLGOOD DRIVING SCHOOL, INC.	197787	5/23/2022	27.20
0108804 ALLIED PROPANE SERVICE, INC.	197788	5/23/2022	530.69
0000372 ALLIED SECURITY ALARMS	197789	5/23/2022	363.00
0018976 ALPHA ANALYTICAL LAB. INC.	197790	5/23/2022	1,310.00
0096700 ANDY'S WHEELS & TIRES	197791	5/23/2022	1,885.93
0014617 AT&T	197792	5/23/2022	240.91
0016123 AT&T	197793	5/23/2022	334.53
0108381 B METAL FABRICATION, INC.	197794	5/23/2022	3,081.99
0000345 BAKER & TAYLOR BOOKS	197795	5/23/2022	20,547.19
0018315 BAYSIDE EQUIPMENT COMPANY	197796	5/23/2022	106.53
0105553 BELLECCI & ASSOCIATES, INC.	197797	5/23/2022	255.00
0109646 BIO CAR CARE	197798	5/23/2022	775.00
0109661 BIRITE FOODSERVICE DISTRIBUTORS	197823	5/23/2022	1,695.26
0000378 BROADMOOR LANDSCAPE SUPPLY	197799	5/23/2022	396.84
0102737 BURKE, WILLIAMS & SORESENSEN,LLP	197800	5/23/2022	1,096.16
0102989 CALIFORNIA DIESEL & POWER	197801	5/23/2022	1,274.68
0097912 CALIFORNIA LIBRARY ASSOCIATION	197803	5/23/2022	750.00
0017679 CDW GOVERNMENT, INC	197804	5/23/2022	4,064.70
0017206 CENTRAL CONCRETE SUPPLY CO.INC	197805	5/23/2022	1,042.80
0013965 CH BULL CO.	197806	5/23/2022	536.19
0017284 CHEMSEARCHFE	197807	5/23/2022	1,269.97
0016324 CINTAS CORPORATION #464	197808	5/23/2022	1,705.20
0110186 CLEARWORLD LLC	197809	5/23/2022	4,943.88
0015857 COUNTY OF SAN MATEO	197813	5/23/2022	575.75
0018331 CSG CONSULTANTS INC.	197814	5/23/2022	4,246.55
0097934 CWEA-TCP	197815	5/23/2022	96.00
0108696 DAVID J POWERS AND ASSOCIATES, INC.	197860	5/23/2022	10,389.70
0107953 DEPT. OF THE TREASURY- INTERNAL REVENUE SERVICE	197837	5/23/2022	484.88
0101178 DISCOUNT PLUMBING	197816	5/23/2022	12,000.00
0000430 DKS ASSOCIATES	197817	5/23/2022	920.00
0105820 EAST BAY TIRE CO	197818	5/23/2022	1,006.27
0106234 FASTRAK INVOICE PROCESSING DEPT.	197838	5/23/2022	14.00
0110072 FIRST REPUBLIC BANK	197821	5/23/2022	68,857.32
0001782 FLOWERS ELECTRIC & SVC.CO.INC.	197822	5/23/2022	1,522.50
0109776 FRESH LINE PRODUCE	197824	5/23/2022	361.10
0018272 GALE/CENGAGE LEARNING	197825	5/23/2022	34.27
0109508 GARRETT WHITE	197878	5/23/2022	450.00
0110019 GIBBONS & CONLEY	197826	5/23/2022	2,708.10
0104135 GLOBAL TRACKING COMMUNICATIONS, INC.	197874	5/23/2022	550.00
0016154 GOETZ BROTHERS SPORTING GOODS	197827	5/23/2022	393.75
0000162 GRAINGER	197828	5/23/2022	867.04
0000541 GRANITE ROCK COMPANY	197829	5/23/2022	1,228.58
0096946 HDR ENGINEERING, INC.	197830	5/23/2022	54,950.78
0110242 I & A CONTRACTOR, INC.	197831	5/23/2022	2,550.00
0099960 IN & OUT PLUMBING	197832	5/23/2022	3,000.00
0109015 INDEPENDENT PUBLISHERS GROUP	197833	5/23/2022	230.81
0109121 INFORMATION PROFESSIONALS,INC.	197834	5/23/2022	480.00
0018838 INFOSEND, INC.	197835	5/23/2022	2,704.97

5/23/2022 1:41:33PM

City of San Bruno

Document group: dliu Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount	
0017674	INTERMOUNTAIN INFRASTRUCTURE GROUP, LLC	197836	5/23/2022	300.00
0018553	INTERSTATE TRAFFIC CONTROL PRODUCTS	197875	5/23/2022	1,006.25
0098964	JARVIS, FAY & GIBSON, LLP	197839	5/23/2022	455.00
0108549	JEANETTE M FEINBERG	197820	5/23/2022	236.70
0096379	KAREN OJAKIAN	197852	5/23/2022	127.80
0017661	KATHY M SCHMIDT	197863	5/23/2022	432.90
0000132	KELLY-MOORE PAINT CO INC.	197840	5/23/2022	177.52
0109771	LATHROP CONSTRUCTION ASSOCIATES, INC.	197811	5/23/2022	1,308,289.13
0103799	LDVALI LLC	197842	5/23/2022	408.60
0109013	LINDA MASON	197844	5/23/2022	362.86
0018177	LOWE'S	197843	5/23/2022	313.73
0109532	MATRIX HG, INC.	197845	5/23/2022	1,517.96
0016041	METROMOBILE COMMUNICATIONS	197846	5/23/2022	195.00
0092285	MICROMARKETING LLC	197847	5/23/2022	296.25
0016863	MIDWEST TAPE, LLC	197848	5/23/2022	82.01
0098639	MUNICIPAL RESOURCE GROUP, LLC	197849	5/23/2022	9,287.50
0104655	NICHOLAS OLIVERA	197853	5/23/2022	375.00
0018157	OCLC INC	197850	5/23/2022	412.71
0092263	OFFICE DEPOT INC	197851	5/23/2022	322.65
0097567	ONE HOUR DRY CLEANING	197854	5/23/2022	1,394.95
0018701	ORKIN PEST CONTROL	197855	5/23/2022	575.95
0104416	OVERDRIVE, INC.	197856	5/23/2022	2,371.74
0103933	OWEN EQUIPMENT SALES	197857	5/23/2022	1,279.51
0000012	PACIFIC GAS & ELECTRIC	197858	5/23/2022	8,150.68
0000101	PACIFIC NURSERIES	197859	5/23/2022	238.98
0092223	PENINSULA CORRIDOR JOINT POWERS BOARD	197812	5/23/2022	58,179.00
0018729	RANGER PIPELINES INC.	197861	5/23/2022	363,116.89
0108539	ROSALIE L. STEINWAY	197867	5/23/2022	248.40
0107741	SANDEEP KRISHNAMURTHY	197841	5/23/2022	2,000.00
0108537	SCOTT TONG	197873	5/23/2022	72.90
0018962	SHOE DEPOT INC.	197864	5/23/2022	688.93
0017676	SIEMENS INDUSTRY, INC.	197865	5/23/2022	1,697.98
0097079	SPRINT	197866	5/23/2022	113.97
0105796	SUNRISE FOOD DISTRIBUTOR INC.	197868	5/23/2022	399.25
0002025	TELECOMMUNICATIONS ENGINEERING ASSOCIATES	197819	5/23/2022	496.00
0017928	THE EDCCO GROUP, INC.	197869	5/23/2022	1,614.00
0108402	THE HOME DEPOT PRO	197870	5/23/2022	1,859.99
0018088	THE UPS STORE #810	197871	5/23/2022	36.75
0000036	THOMSON REUTERS	197872	5/23/2022	1,043.23
0109746	TWINING, INC.	197876	5/23/2022	3,285.98
0109507	UNITED CALIFORNIA GLASS AND DOOR	197802	5/23/2022	612.50
0016899	WECO INDUSTRIES LLC	197877	5/23/2022	923.15
0105955	WEST COAST CODE CONSULTANTS, INC.	197810	5/23/2022	46,064.10
0018034	WIZARD PLUMBING AND DRAIN, INC	197879	5/23/2022	3,000.00
0096836	WORKPLACE SAFETY & HEALTH SAFETY CENTER INCOR	197862	5/23/2022	3,520.00
0018242	ZAP MANUFACTURING INC.	197880	5/23/2022	588.15
0105985	ZOLTAN DESIGN, LLC	197881	5/23/2022	470.00
GrandTotal:			2,051,109.94	
Total count:			100	



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: May 31, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan D. Grogan, City Manager

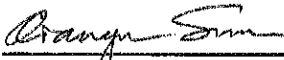
PREPARED BY: Qianyu Sun, Finance Director
Kathleen O'Malley, Accounting & Customer Service Representative

SUBJECT: Accounts Payable Warrant Register

This is to certify that the claims listed on page 1 inclusive, and/or claims numbered from 197882 through 197927 inclusive, totaling \$211,896.17 have been checked in detail and approved by the proper officials, and in my opinion, represent fair and just charges against the City in accordance with their respective amounts. The table below summarizes the total paid by Fund.

Fund	Fund Name	Amount
001	General Fund	\$110,194.44
132	Agency On Aging	\$298.80
133	Restricted Revenues	\$1,728.16
137	Developer Project Contributions	\$9,552.79
201	Parks and Facilities Capital	\$6,778.50
203	Street Improvement Projects	\$11,435.92
611	Water Fund	34,963.85
631	Wastewater Fund	2,178.13
641	CityNet Services Fund	21,722.60
707	Technology Development	2,401.73
711	Self-Insurance	10,641.25
TOTAL FOR APPROVAL		\$211,896.17

Respectfully submitted,


Finance Director

5/31/2022
Date

Document group: komalley Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount
0018601 ADVANCED MEDIA TECH., INC.	197882	5/31/2022	7,383.67
0001170 AIRGAS USA, LLC	197883	5/31/2022	200.88
0000163 AIRPORT AUTO PARTS INC.	197884	5/31/2022	13.46
0018363 AT&T LONG DISTANCE	197885	5/31/2022	32.67
0106437 CALIX, INC.	197887	5/31/2022	10,655.35
0093290 CHARLES BARRINGER	197886	5/31/2022	8,633.09
0016324 CINTAS CORPORATION #464	197890	5/31/2022	113.00
0109788 CORE & MAIN LP	197891	5/31/2022	234.74
0092169 DAN VOREYER	197925	5/31/2022	10,033.75
0018188 DAU PRODUCTS	197892	5/31/2022	11,036.67
0018169 DELL MARKETING L.P.	197893	5/31/2022	1,728.16
0017752 DYETT & BHATIA	197894	5/31/2022	4,422.79
0104327 EATON PUMP & SALES	197895	5/31/2022	12,291.13
0018117 FLYERS ENERGY, LLC	197896	5/31/2022	20,956.95
0000162 GRAINGER	197897	5/31/2022	241.71
0095966 GREAT AMERICA FINANCIAL SVC.	197898	5/31/2022	2,308.31
0105378 HOME MAID RAVIOLI COMPANY INC.	197900	5/31/2022	95.80
0018838 INFOSEND, INC.	197901	5/31/2022	1,770.20
0017763 J.J.R. CONSTRUCTION, INC	197902	5/31/2022	10,472.72
0098973 JOSEPH TELLES	197922	5/31/2022	10,149.69
0093434 JT2 INTEGRATED RESOURCES	197903	5/31/2022	5,500.00
0093434 JT2 INTEGRATED RESOURCES	197904	5/31/2022	5,141.25
0109565 LAND LOGISTICS, INC.	197905	5/31/2022	3,187.50
0107892 MANAGEMENT PARTNERS	197906	5/31/2022	5,130.00
0090000 MARC CATALANO	197889	5/31/2022	15,424.91
0110241 MARIA NUNEZ	197911	5/31/2022	217.52
0091438 MATT CAMPI	197888	5/31/2022	12,099.86
0092285 MICROMARKETING LLC	197908	5/31/2022	134.65
0000357 NATIONAL CABLE TV CO-OP, INC.	197909	5/31/2022	3,501.64
0000788 NEIL TELFORD	197921	5/31/2022	5,710.00
0090001 NOREEN HANLON	197910	5/31/2022	6,483.54
0110243 ODP BUSINESS SOLUTIONS, LLC	197912	5/31/2022	174.94
0110243 ODP BUSINESS SOLUTIONS, LLC	197913	5/31/2022	93.14
0092263 OFFICE DEPOT INC	197914	5/31/2022	564.49
0104416 OVERDRIVE, INC.	197915	5/31/2022	3,907.76
0000012 PACIFIC GAS & ELECTRIC	197916	5/31/2022	2,986.01
0106293 ROBERT HALF	197917	5/31/2022	7,934.72
0017145 SAN MATEO LAWN MOWER SHOP	197918	5/31/2022	141.53
0017949 SCOTT MARSHALL	197907	5/31/2022	3,124.17
0105796 SUNRISE FOOD DISTRIBUTOR INC.	197919	5/31/2022	203.00
0106583 TELEPATH CORPORATION	197920	5/31/2022	1,401.30
0000831 TONER CARTRIDGE&INKJET EXPRESS	197923	5/31/2022	423.03
0110245 TONY HALDEZOS	197899	5/31/2022	412.00
0096844 USA BLUE BOOK	197924	5/31/2022	3,988.72
0104660 WEST YOST ASSOCIATES, INC.	197926	5/31/2022	1,152.00
0096893 WILSEY HAM	197927	5/31/2022	10,083.75
GrandTotal:			211,896.17
Total count:			46



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: June 6, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan D. Grogan, City Manager

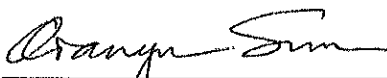
PREPARED BY: Qianyu Sun, Finance Director
Kathleen O'Malley, Accounting & Customer Service Representative

SUBJECT: Accounts Payable Warrant Register

This is to certify that the claims listed on pages 1 to 2 inclusive, and/or claims numbered from 197928 through 198017 inclusive, totaling \$390,015.85 have been checked in detail and approved by the proper officials, and in my opinion, represent fair and just charges against the City in accordance with their respective amounts. The table below summarizes the total paid by Fund.

Fund	Fund Name	Amount
001	General Fund	\$159,695.57
005	Measure G District Sales Tax	\$1,274.85
122	Solid Waste/Recycle	\$222.84
132	Agency On Aging	\$2,423.54
137	Developer Project Contributions	\$14,715.00
201	Parks and Facilities Capital	\$7,525.71
203	Street Improvement Projects	\$9,919.16
207	Technology Capital	\$1,141.00
611	Water Fund	112,747.66
621	Stormwater Fund	24,853.87
631	Wastewater Fund	3,352.85
641	CityNet Services Fund	41,851.50
701	Central Garage	1,449.45
702	Facility Maintenance Fund	8,842.85
TOTAL FOR APPROVAL		\$390,015.85

Respectfully submitted,


Finance Director

6/7/2022

Date

Document group: komalley Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount
0000858 ADECCO EMPLOYMENT SERVICES	197928	6/6/2022	3,570.08
0001170 AIRGAS USA, LLC	197929	6/6/2022	44.63
0000163 AIRPORT AUTO PARTS INC.	197930	6/6/2022	153.52
0017459 ALL CITY MANAGEMENT SVC.INC.	197931	6/6/2022	2,318.05
0102355 AMAZON	197932	6/6/2022	315.86
0016123 AT&T	197934	6/6/2022	571.68
0017191 AT&T	197935	6/6/2022	48.54
0105649 ATLAS PLUMBING AND ROOTER,INC.	197936	6/6/2022	10,000.00
0109646 BIO CAR CARE	197938	6/6/2022	350.00
0105324 CAINE COMPUTER CONSULTING, LLC	197939	6/6/2022	325.00
0102989 CALIFORNIA DIESEL & POWER	197940	6/6/2022	6,905.89
0106437 CALIX, INC.	197941	6/6/2022	274.80
0093725 CALTRANS	197942	6/6/2022	6,119.87
0106408 CHRIS DE LA CRUZ	197946	6/6/2022	660.00
0000386 CITY OF SOUTH SAN FRANCISCO	197943	6/6/2022	6,051.12
0101178 DISCOUNT PLUMBING	197948	6/6/2022	12,000.00
0018799 ECONOMIC&PLANNING SYSTEMS INC.	197949	6/6/2022	2,973.75
0017300 ENVIRONMENTAL HEALTH FEE	197951	6/6/2022	2,421.00
0106214 ERIK PARTIDA	197981	6/6/2022	105.00
0102627 FASTRK VIOLATION PROCESSING DEPT.	198008	6/6/2022	0.50
0110169 FERNANDO INGUANZO	197967	6/6/2022	3,000.00
0017335 FIBER INSTRUMENT SALES INC	197952	6/6/2022	301.54
0109400 FLEETROCK, LLC	197954	6/6/2022	500.00
0018117 FLYERS ENERGY, LLC	197955	6/6/2022	20,132.74
0109776 FRESH LINE PRODUCE	197957	6/6/2022	546.25
0097693 FRESNO POLICE DEPT. REGIONAL TRAINING	197987	6/6/2022	100.00
0100938 GABRIEL RICHARDSON	197989	6/6/2022	875.00
0108425 GOOD CITY COMPANY	197958	6/6/2022	21,707.50
0095966 GREAT AMERICA FINANCIAL SVC.	197959	6/6/2022	276.89
0110185 GREAT BASIN LIGHTING, INC.	197960	6/6/2022	9,196.13
0000385 HACH COMPANY	197961	6/6/2022	33.72
0109130 HAPPYFOX INC.	197962	6/6/2022	939.60
0095792 HARRISON & BONINI	197963	6/6/2022	474.18
0109502 HAULWAY STORAGE CONTAINERS, INC.	198000	6/6/2022	255.36
0108488 HINDERLITER DE LLAMAS & ASSOCIATES	197947	6/6/2022	6,675.46
0109015 INDEPENDENT PUBLISHERS GROUP	197964	6/6/2022	512.81
0015644 INDUSTRIAL WIPER & SUPPLY,INC.	197965	6/6/2022	610.60
0018838 INFOSEND, INC.	197966	6/6/2022	3,501.77
0018852 JAMES CACCIA PLUMBING INC.	197968	6/6/2022	15,500.00
0109931 JESSICA JIMENEZ	197969	6/6/2022	150.59
0108438 JOANNA KWOK	197972	6/6/2022	189.30
0105970 JONES/NCTI, INC.	197970	6/6/2022	464.75
0108693 KANOPY INC.	197971	6/6/2022	6,000.00
0017570 LEHR AUTO ELECTRIC	197973	6/6/2022	332.11
0109759 LUHDORFF&SCALMANINI CONSULTING ENGINEERS	197945	6/6/2022	13,546.00
0106643 MICHAEL PAULIN	197982	6/6/2022	200.00
0104481 MICHAEL W. MATTIAS, JR.	197974	6/6/2022	90.00
0016802 MINUTEMAN PRESS	197975	6/6/2022	43.85
0103600 MOMENTUM TELECOM, INC.	197976	6/6/2022	16,634.48
0104730 MUNICIPAL EMERGENCY SERVICES	197977	6/6/2022	3,604.85
0110247 MUSIC CITY ARTIST DEVELOPMENT	197978	6/6/2022	8,580.00
0110243 ODP BUSINESS SOLUTIONS, LLC	197979	6/6/2022	205.51
0000012 PACIFIC GAS & ELECTRIC	197980	6/6/2022	68,277.63

Document group: komalley Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount
0099307 PENINSULA SEAFOOD OF SAN BRUNO	197983	6/6/2022	400.73
0014961 PENINSULA UNIFORMS & EQUIPMENT	197984	6/6/2022	2,774.22
0108589 PERFORMANCE FOODSERVICE-LEDYARD	197956	6/6/2022	1,174.31
0106229 PET FOOD EXPRESS	197985	6/6/2022	150.06
0108277 PIVOT GROUP LLC	197986	6/6/2022	4,080.00
0102915 PRECISE PRINTING & MAILING	197988	6/6/2022	617.00
0103531 RICOH USA, INC.	197990	6/6/2022	325.92
0106293 ROBERT HALF	197991	6/6/2022	9,670.44
0016213 ROZZI REPRODUCTION&SUPPLY INC.	197992	6/6/2022	723.03
0098474 SAN MATEO COMMUNITY COLLEGE DISTRICT	197944	6/6/2022	250.00
0018407 SAN MATEO COUNTY FIRE PREVENTION OFFICERS	197953	6/6/2022	150.00
0018597 SAN MATEO DAILY JOURNAL	197993	6/6/2022	1,350.00
0106354 SEWER RAT PLUMBING, INC.	197994	6/6/2022	1,800.00
0102917 SFPUC FINANCIAL SERVICES	197995	6/6/2022	434.00
0097626 SHARP ELECTRONICS CORP.	197996	6/6/2022	306.26
0110024 SHAW HR CONSULTING, INC.	197997	6/6/2022	900.00
0105745 SMELLY MEL'S PLUMBING	197998	6/6/2022	1,800.00
0109977 STEVE BLANC INVESTIGATIONS	197999	6/6/2022	2,800.00
0105796 SUNRISE FOOD DISTRIBUTOR INC.	198001	6/6/2022	302.25
0107990 TANNER ANDRADE	197933	6/6/2022	80.00
0002025 TELECOMMUNICATIONS ENGINEERING ASSOCIATE	197950	6/6/2022	3,838.00
0000241 THE ADAM-HILL COMPANY	198002	6/6/2022	103.13
0018088 THE UPS STORE #810	198003	6/6/2022	255.61
0104336 TRISHA BEOUGHER	197937	6/6/2022	934.38
0017133 TURBO DATA SYSTEMS INC	198004	6/6/2022	439.50
0109746 TWINING, INC.	198005	6/6/2022	6,632.85
0018687 TYLER TECHNOLOGIES INC.	198006	6/6/2022	1,141.00
0102744 UNIVERSAL BUILDING SERVICES	198007	6/6/2022	8,718.78
0109381 VMI INC	198009	6/6/2022	4,213.53
0104660 WEST YOST ASSOCIATES, INC.	198010	6/6/2022	17,349.75
0017595 WESTERN TRUCK FAB, INC.	198011	6/6/2022	28,813.63
0096893 WILSEY HAM	198012	6/6/2022	3,017.25
0013841 WITMER-TYSON IMPORTS INC	198013	6/6/2022	1,147.11
0018034 WIZARD PLUMBING AND DRAIN, INC	198014	6/6/2022	3,500.00
0108261 WOODARD & CURRAN	198015	6/6/2022	1,042.50
0110037 ZAYO GROUP, LLC	198016	6/6/2022	1,378.70
0109122 ZERO TURN POWER WASHING	198017	6/6/2022	18,734.00
GrandTotal:			390,015.85
Total count:			90



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 14, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan D. Grogan, City Manager

PREPARED BY: Benjie Lin, Management Analyst

SUBJECT: Payroll Acceptance

City Council acceptance of the City payroll distributed May 27, 2022 is recommended. The Labor Summary report reflecting the total payroll amount of \$1,617,692.24 for bi-weekly pay period ending May 22, 2022 by fund is shown below:

Fund	Amount
Fund: 001 - GENERAL FUND	1,157,610.42
Fund: 006 - AMERICAN RESCUE PLAN ACT	79,776.26
Fund: 122 - SOLID WASTE/RECYCL.	3,250.95
Fund: 132 - AGENCY ON AGING	949.06
Fund: 137 - DEVELOPER PROJECT CONTRIBUTIONS	9,203.94
Fund: 201 - PARKS AND FACILITIES CAPITAL	1,718.82
Fund: 203 - STREET IMPROVE. PROJECTS	8,672.30
Fund: 611 - WATER FUND	92,808.71
Fund: 621 - STORMWATER FUND	26,783.88
Fund: 631 - WASTEWATER FUND	78,830.12
Fund: 641 - CITYNET SERVICES FUND	87,673.78
Fund: 701 - CENTRAL GARAGE	9,409.56
Fund: 702 - FACILITY MAINT.FUND	34,321.72
Fund: 707 - TECHNOLOGY DEVELOPMENT	19,361.49
Fund: 711 - SELF INSURANCE	7,321.23
Total:	1,617,692.24

DocuSigned by:

 71987A496046162
 Qianyu Sun, Finance Director

5/27/2022

Date



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 14, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan Grogan, City Manager

PREPARED BY: Jennifer Dianos, Assistant to the City Manager

SUBJECT: Receive Written Update on the City's Response Efforts to COVID-19

BACKGROUND: This report is to provide an update on the City's response efforts to COVID-19, while the Emergency Operations Center (EOC) is activated. The information provided in this report is as of the time it was produced and may be subject to change.

DISCUSSION: San Mateo County Health provides regular COVID-19 data dashboards through their website, smchealth.org. San Mateo County Health reports as of June 2, 2022, there were a total of 718 cases within the last 30 days in the City of San Bruno; and as of June 5, 2022, approximately 97.1% of San Bruno residents age 5+ are vaccinated. Additional statistics are attached to this report. The r-effective number decreased to below 1, and the number of COVID-19 deaths in San Mateo County have not increased since the last report out to the City Council.

The San Bruno Emergency Operations Center (EOC) continues to review City services and modifications, and there are no operational modifications to report to the City Council.

Currently, San Mateo County is not considering issuing a local health order to require masks indoors. However, the County continues to urge the use of high-quality masks (such as N95/KN95) when indoors with others, to stay current with vaccination and boosters, to get tested when symptomatic, to consult a physician regarding therapeutics if positive, and increase indoor ventilation. The City of San Bruno requires masks to be worn indoors when visiting the San Bruno Senior Center.

As a reminder to the general public, the following resources remain available:

- Get vaccinated. Find local sites, including local pharmacies, by visiting myturn.ca.gov or by calling 1-833-422-4255.
- Get tested. Testing is available at Narita Plaza, located between San Bruno City Hall and San Bruno Library. The testing kiosk is available from 8:30 AM to 4 PM, Monday through Friday. More information is available at cur.tv/sanbruno or by calling 888-702-9042.

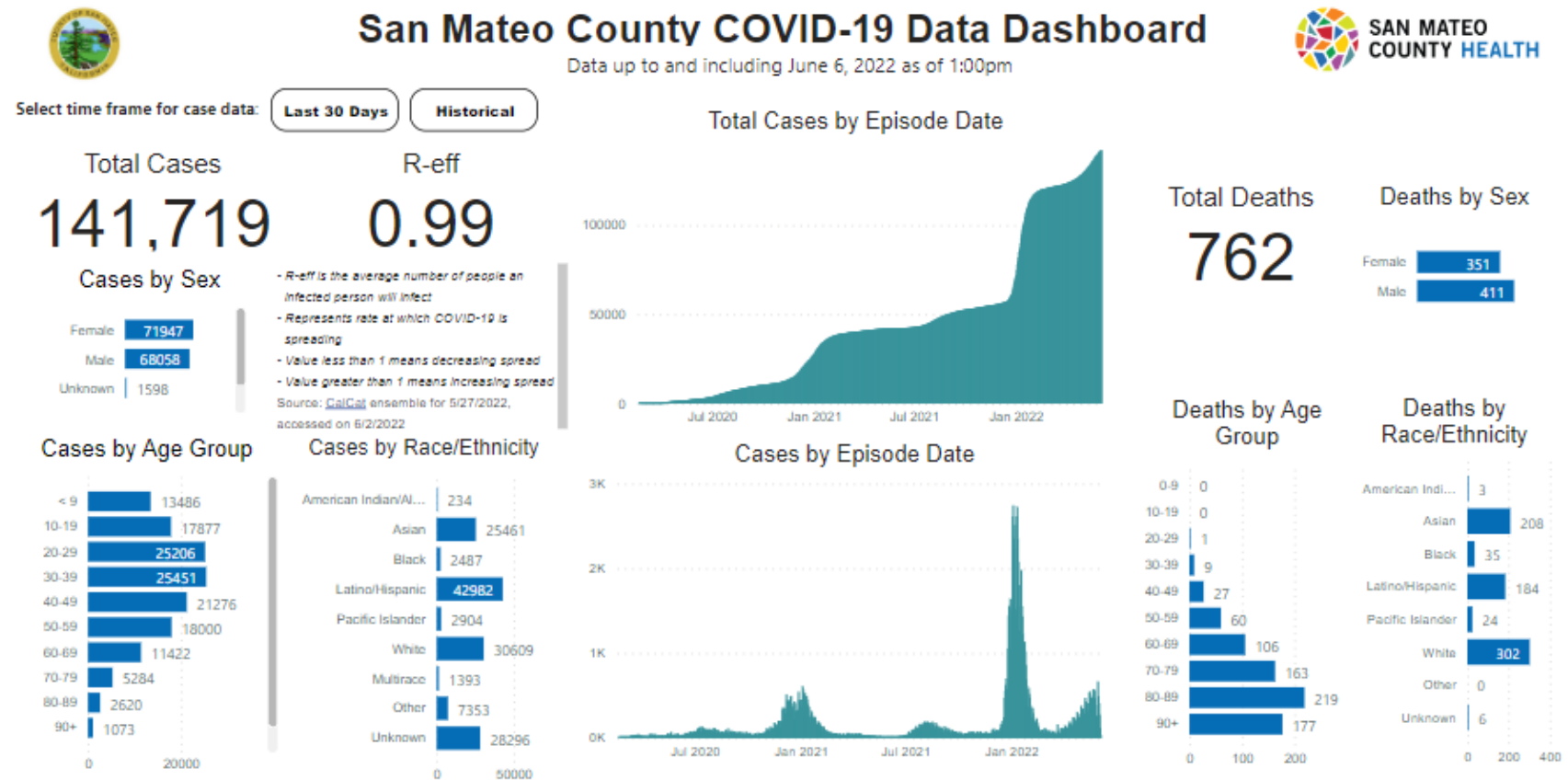
FISCAL IMPACT: Since the declaration of emergency in March of 2020, the City of San Bruno has recorded the emergency expenditure of \$200,120 out of the City's emergency reserve funds for COVID related operations. In total, the City has recorded a total COVID related expenditure of \$2.08 million including facilities enhancement projects (i.e. keyless entry system to City Hall), COVID-19 personal protective equipment (PPE) supplies, and initial response and adaptation to remote programming/services. There are no additional expenditures to report for the specific period of this report.

ENVIRONMENTAL IMPACT: There is no environmental impact. The action is not a project subject to CEQA. City Council's action is not considered a "Project" per CEQA Guidelines and therefore no further environmental analysis is required.

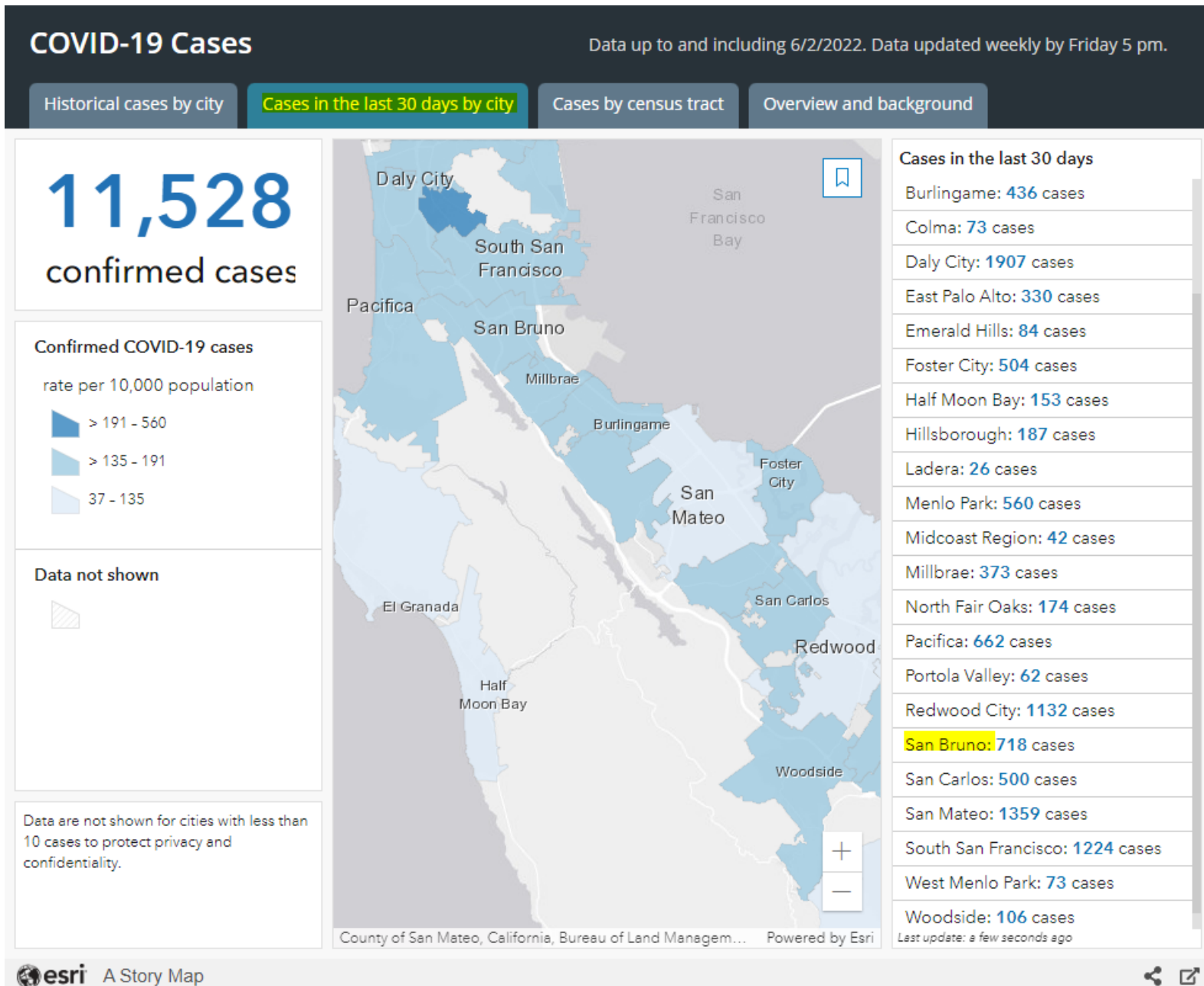
RECOMMENDATION: Receive Written Update on the City's Response Efforts to COVID-19

ALTERNATIVES: The City of San Bruno's Emergency Operations Center remains activated and there are no alternatives proposed at this time.

ATTACHMENTS: 1. San Mateo County Health Department COVID-19 Data Dashboard



Because of limited testing capacity, the number of cases detected through testing represents only a small portion of the total number of likely cases in the County. COVID-19 data are reported as timely, accurately, and completely as we have available. Data are updated as we receive information that is more complete and will change over time as we learn more. Cases are lab-confirmed COVID-19 cases reported to San Mateo County Public Health by providers, commercial laboratories, and academic laboratories, including reporting results through the California Reportable Disease Information Exchange. A lab-confirmed case is defined as detection of SARS-CoV-2 RNA in a clinical specimen using a molecular amplification detection test. Cases are counted by episode date; episode date is defined as the earliest of: case symptom onset date, sample collection date, date of laboratory result, or date of death. Deaths reported in this dashboard include only San Mateo County residents; death data last updated June 2, 2022.



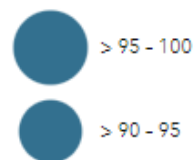
COVID 19 Vaccinations of San Mateo County Residents as of 6/5/2022

 **700,934**

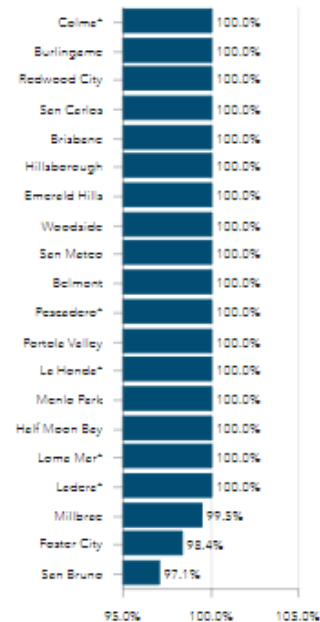
Individuals with at least 1 dose

COVID 19 Vaccinations

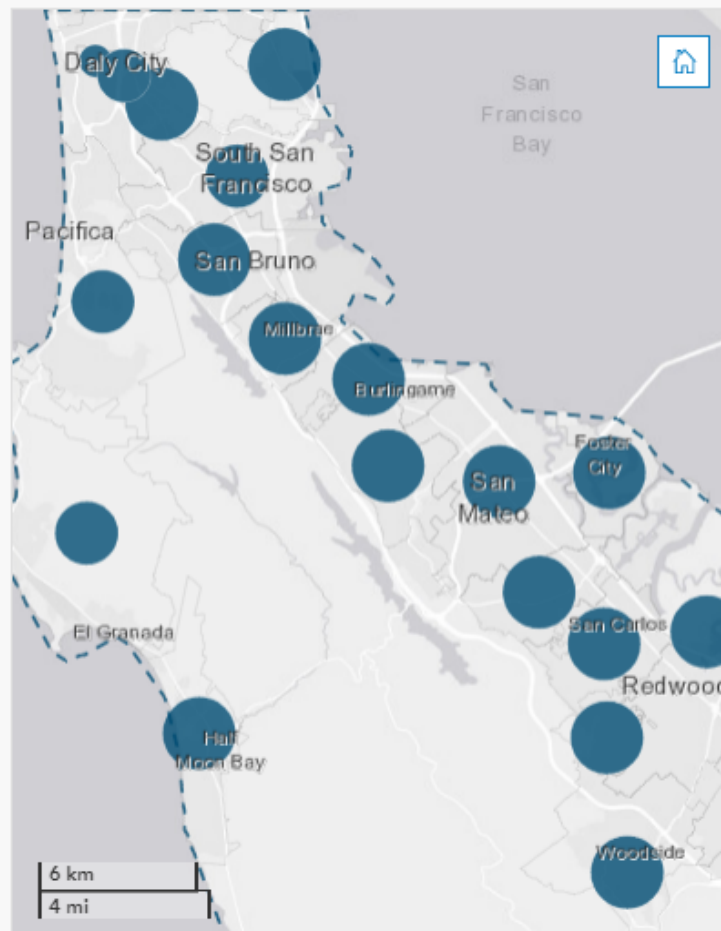
%5+ Vaccinated



Top 20 Vaccinated Cities (%5+ Vaccinated)



Vaccinations by city are calculated by geocoding and aggregating self-reported addresses by city or town. In instances where geocoding is not possible (due to missing street addresses), counts of self-reported city of residence are aggregated with counts of geocoded addresses. Vaccinations with addresses that are not successfully geocoded or where city of residence is missing cannot be assigned to a corresponding city. For geographies with smaller populations, such as Pescadero, there is some likely inaccuracy in calculated vaccination rates due to geocoding errors and instability of vaccination counts and population counts. Please interpret this map with caution.



%5+ Vaccinated

Half Moon Bay: 100.0%

Hillsborough: 100.0%

La Honda*: 100.0%

Ladera*: 100.0%

Loma Mar*: 100.0%

Menlo Park: 100.0%

Midcoast Region: 91.1%

Millbrae: 99.5%

North Fair Oaks: 93.8%

Pacifica: 91.5%

Pescadero*: 100.0%

Portola Valley: 100.0%

Redwood City: 100.0%

San Bruno: 97.1%

San Carlos: 100.0%

San Mateo: 100.0%

South San Francisco: 92.4%

West Menlo Park: 92.9%

Woodside: 100.0%

[Click here for vaccination rates for 10+, 16+, and 65+](#)

*Population estimates are less precise for towns with small populations. The vaccine eligible population may be higher or lower than the ACS estimate.

County Population 5+ years: 735,951

Note

About

Total Individuals Vaccinated

700,934

as of

6/5/2022

County Population: **774,990**

County Population 5+ years: **735,951**

%5+ years Vaccinated: **>95%**

%5+ years Series Completed: **88%**

%12+ years 1st Additional/Booster dose: **66%**

%50+ years 2nd Booster dose: **27%**

%65+ years 2nd Booster dose: **35%**

Date Administered

from

8/1/2020

6/5/2022

Individuals Who Completed
Vaccination Series

651,067

% Completed Vaccination Series of
those with at least 1 dose



Total Vaccine Doses Administered

1,852,836

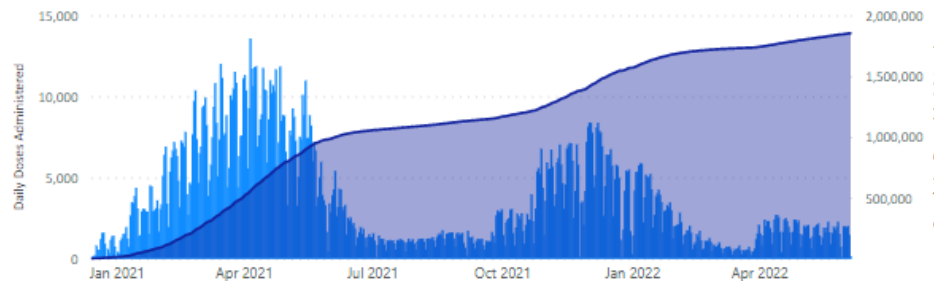
Vaccinations administered as part of federal health care organizations or programs such as the Department of Veterans Affairs (VA) report to federal immunization systems, may not report into CAIR2, and may not be included in vaccination numbers on the dashboard.

COVID 19 Vaccinations of San Mateo County Residents

Vaccinations for San Mateo County residents are reported to SMC Public Health via the California Immunization Registry (CAIR2). COVID-19 vaccine administration data are reported as timely, accurately, and completely as data become available. Previous data will change as new and updated data are received.

Vaccine Doses Administered by Date

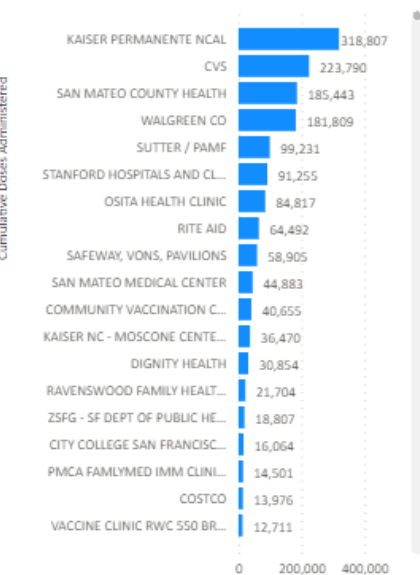
● Vaccine Doses Administered ● Cumulative Vaccine Doses Administered



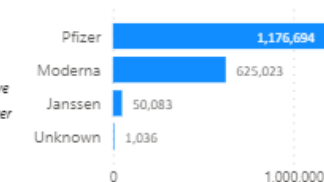
Note: Vaccine Doses Administered by Date includes any doses administered to residents.

Recipient Vaccination Status by Date

Vaccines Administered By



Vaccines Administered





City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 14, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan Grogan, City Manager

PREPARED BY: Vicky Hasha, Deputy City Clerk

SUBJECT: Authorize Fireworks Stand Permits for 2022 Upon Finding that the Non-Profit Organizations Meet Requirements of Resolutions 2008-67, 2009-46 and Ordinance Nos. 1700 and 1840

BACKGROUND:

The City of San Bruno Municipal Code allows by special permit, the sale of “Safe and Sane” fireworks at temporary fireworks stands. Non-profit organizations based in San Bruno and serving the San Bruno community applications to operate a fireworks stand, to the City Clerk’s office in early May. Prior to making the recommendation to the City Council to approve the fireworks stand permits, the Clerk’s Office has reviewed the applications for completeness, and verified that a representative from each organization has attended the Mandatory Fireworks Safety Seminar that was conducted by the Fire and Police Departments this year on Wednesday, June 8, 2022. The Clerk’s office also received confirmation from the Finance Department that each organization paid their post sales assessment from last year, so they are in good standing.

In 2016 the City Council adopted an ordinance that made changes to the times fireworks can be used as well as sold. Persons can only discharge Safe and Sane fireworks between the hours of noon until 9:00 p.m. on June 28th through July 3rd and from noon until 11:00 p.m. on July 4th. The sale of Safe and Sane fireworks shall be limited from noon until 8:00 p.m. on June 28th and from 10:00 a.m. until 8:00 p.m. on June 29th to July 4th.

DISCUSSION:

As required in the San Bruno Municipal Code, only eighteen (18) “Safe and Sane” fireworks stands are permitted, of which nine (9) are grandfathered status and the remaining are lottery status. Grandfathered permits were assigned to organizations with properly issued permits in effect on July 4, 1997. As of the deadline, 12 applications were received for 2022. The 12 applications have been reviewed by the Deputy City Clerk and are recommended for City Council approval.

The following applicants applied for Fireworks Stand Permits for 2022:

1. American Legion Post #409
2. Boosters of #71
3. Camp St. Andrews
4. Capuchino Sports Boosters
5. Parents of Boosters 72
6. Lowen 83 Soccer Club
7. San Bruno Girls Softball
8. San Bruno Lions Club
9. San Bruno Police Association
10. San Bruno Pony Baseball
11. San Bruno Rotary Club
12. San Bruno Youth Baseball

FISCAL IMPACT:

The total cost to the City for fireworks-related activities is recovered from fireworks stand permit holders. The City charges a permit fee of \$1125 and allocates the additional cost of all services performed by the City to permit holders according to a formula based upon each group's gross sales. The costs incurred by the City include community and fireworks user education, enforcement of all fireworks regulations, and community clean up following July 4th.

ALTERNATIVES:

1. The sale of Safe and Sane Fireworks was voter approved in the November 5, 2005 Municipal Election. Unless new material facts are presented at the Council meeting, fireworks stand permit evaluation and issuance of permits to compliant applicants will be processed.
2. Don't issue permits and direct the City Council to form a Subcommittee to further review applications.

RECOMMENDATION:

Authorize Fireworks Stand Permits for 2021 Upon Finding that the Non-Profit Organizations Meet Requirements of Resolutions 2008-67, 2009-46 and Ordinance Nos. 1700 and 1840.

DISTRIBUTION:

1. Non-profit groups submitting an application for a temporary firework stand.
2. Wholesalers of fireworks, TNT Fireworks and Phantom Fireworks.

DATE PREPARED:

May 27, 2022



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 14, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan D. Grogan, City Manager

PREPARED BY: Jennifer Dianos, Assistant to the City Manager

SUBJECT: Adopt Resolution Declaring the Continued State of Local Emergency and Need for the City Council and Other Legislative Bodies Subject to the Ralph M. Brown Act to Continue to Teleconference in Order to Ensure the Health and Safety of the Public Pursuant to AB 361

BACKGROUND: On March 4, 2020, Governor Gavin Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of COVID-19.

On March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions of the Ralph M. Brown Act to allow local legislative bodies to conduct meetings telephonically or by other means. Additionally, the State implemented a shelter-at-home order, requiring all nonessential personnel to work from home.

In response to the Executive Order, City of San Bruno staff created Zoom accounts for various departments and underwent training to ensure that City Council meetings could continue safely for the City Council members, City staff, and members of the public. The City Council has conducted virtual meetings since April 2020 and the City's Commissions, Boards and Committees began meeting virtually in June 2020. The usage for Zoom for public meetings has allowed the City to ensure the public's continued access to government meetings while also ensuring the public's safety.

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which rescinded his prior Executive Order N-29-20 and set a date of October 1, 2021 for agencies to transition back to public meetings held in full compliance with the Ralph M. Brown Act. Since Executive Order N-08-21 was enacted, various COVID-19 variants have emerged, which has resulted in an increase or steady amount of confirmed COVID-19 cases throughout San Mateo County. Taking these factors into account, the City of San Bruno has continued its public meetings in the virtual setting and wishes to maintain this format to preserve the health and safety of its staff, elected officials and constituents.

AB 361 was signed into law by the Governor on September 16, 2021, went into effect immediately as urgency legislation (codified under Government Code § 54953), and allows

local legislative bodies to continue to meet remotely beyond the current executive order's expiration of September 30, 2021, in any of the following circumstances:

- The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
- The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
- The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees. (Government Code § 54953(e)(1)(A)-(C).)

On February 17, 2022, Governor Gavin Newsom lifted several states of emergency that were in place in California but kept the state of emergency for COVID-19 intact. The City of San Bruno state of emergency continues to remain active, as well.

DISCUSSION: City staff have reviewed the provisions as detailed in AB 361, signed into law by Governor Newsom in September 2021, and determined the following findings can be made to meet the above provisions of AB 361:

- The State of California remains under the COVID-19 state of emergency proclaimed by the Governor pursuant to the California Emergency Services Act.
- The emergency continues to directly impact the ability of members to meet safely in person.

On October 26, 2021, during a regular meeting, the City Council adopted a resolution making necessary findings so that the City may continue to teleconference public meetings without adhering to all of the Brown Act's teleconferencing requirements, in order to ensure the health and safety of the public. The public has the ability to attend public meetings by teleconference accessibility via call-in option or an internet-based service option (via the Zoom Webinars platform). Meeting details, including the Zoom link and accessible phone numbers, are listed on the published agenda for each meeting. City staff provides access for public comment during the meeting by participants in the Zoom meeting or by phone in real time. Written public comments are also accepted by email, at

CityClerk@sanbruno.ca.gov, prior to the meetings, and as detailed on the published agenda.

The City of San Bruno has also made City Council meetings available on the City of San Bruno's YouTube channel and San Bruno CityNet Services' local Channel 1.

The City Council may continue to teleconference public meetings under AB 361 if the City Council makes findings every 30 days during the proclaimed state of emergency. AB 361 will sunset on January 1, 2024, or whenever the City Council returns to in-person meetings, whichever occurs first.

FISCAL IMPACT: There is no fiscal impact.

ENVIRONMENTAL IMPACT: There is no environmental impact. The action is not a project subject to CEQA. City Council's action is not considered a "Project" per CEQA Guidelines and therefore no further environmental analysis is required.

RECOMMENDATION: Adopt Resolution Declaring the Continued State of Local Emergency and Need for the City Council and Other Legislative Bodies Subject to the Ralph M. Brown Act to Continue to Teleconference in Order to Ensure the Health and Safety of the Public Pursuant to AB 361

ALTERNATIVES: The City Council may choose to not adopt the resolution or adjust staff's findings; however, if a resolution is not adopted, the City may not be subject to the Brown Act exemptions that would be allowed under AB 361.

ATTACHMENTS: 1. Resolution
2. Governor's Executive Order N-29-20
3. Governor's Executive Order N-08-21
4. AB 361

RESOLUTION NO. 2022 - _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO DECLARING
THE CONTINUED STATE OF LOCAL EMERGENCY AND NEED FOR THE CITY
COUNCIL AND OTHER CITY LEGISLATIVE BODIES SUBJECT TO THE RALPH M.
BROWN ACT TO CONTINUE TO TELECONFERENCE IN ORDER TO ENSURE THE
HEALTH AND SAFETY OF THE PUBLIC PURSUANT TO AB 361**

WHEREAS, on March 4, 2020, the Governor of California proclaimed a State of Emergency to exist in the State of California as a result of the threat of novel coronavirus disease 2019 (COVID-19); and

WHEREAS, on March 17, 2020, the Governor of California executed Executive Order N-29-20 which suspended and modified specified provisions in the Ralph M. Brown Act (Government Code Section § 54950 et seq.) and authorized local legislative bodies to hold public meetings via teleconferencing and to make public meeting accessible telephonically or otherwise electronically to all members of the public seeking to observe and address the local legislative body; and

WHEREAS, on June 11, 2021, the Governor of California executed Executive Order N-08-21 which extended the provisions of Executive Order N-29-20 concerning teleconference accommodations for public meetings through September 30, 2021; and

WHEREAS, the City of San Bruno, including its City Council and all other legislative bodies subject to the Ralph M. Brown Act ("Brown Act Bodies") have been holding meetings using teleconferencing and virtual meeting technology in an effort to help protect City officials, City staff and the public from COVID-19; and

WHEREAS, due to the increase or steady amount of confirmed COVID-19 cases throughout San Mateo County, the City remains cautious and concerned about the health and safety of all individuals who intend to attend public meetings of the City in person; and

WHEREAS, on September 16, 2021, the Governor of California signed into law Assembly Bill 361 (AB 361, Rivas) into law as an urgency measure that went into effect immediately; and

WHEREAS, AB 361 authorizes local legislative bodies to continue to conduct meetings using teleconferencing without complying with the Ralph M. Brown Act's standard teleconferencing requirements if certain conditions are met; and

WHEREAS, AB 361 requires local findings that meeting in person would present an imminent risk to the health and safety of attendees; and

WHEREAS, the City desires to continue conducting public meetings of its Brown Act Bodies using teleconferencing as authorized by AB 361.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN BRUNO
RESOLVES AS FOLLOWS:**

1. The City Council hereby finds and determines that the foregoing recitals are true and correct; the recitals are hereby incorporated by reference into each of the findings as though fully set forth therein.
2. In compliance with AB 361, the City Council makes the following findings:
 - a. The City Council has reconsidered the circumstances of the state of emergency, and the state of emergency remains active; and
 - b. The state of emergency continues to directly impact the ability of the City's Brown Act Bodies, as well as staff and members of the public, to meet safely in person; and
3. Meetings of the City's Brown Act Bodies will continue to be conducted via teleconference, pursuant to AB 361.
4. This resolution will be effective upon adoption.

—oOo—

I hereby certify that foregoing Resolution No. 2022 - ____ was adopted by the San Bruno City Council at a regular meeting on June 14, 2022, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ATTEST:

Vicky Hasha, *Deputy City Clerk*

**EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA**

EXECUTIVE ORDER N-29-20

WHEREAS on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS despite sustained efforts, the virus continues to spread and is impacting nearly all sectors of California; and

WHEREAS the threat of COVID-19 has resulted in serious and ongoing economic harms, in particular to some of the most vulnerable Californians; and

WHEREAS time bound eligibility redeterminations are required for Medi-Cal, CalFresh, CalWORKs, Cash Assistance Program for Immigrants, California Food Assistance Program, and In Home Supportive Services beneficiaries to continue their benefits, in accordance with processes established by the Department of Social Services, the Department of Health Care Services, and the Federal Government; and

WHEREAS social distancing recommendations or Orders as well as a statewide imperative for critical employees to focus on health needs may prevent Medi-Cal, CalFresh, CalWORKs, Cash Assistance Program for Immigrants, California Food Assistance Program, and In Home Supportive Services beneficiaries from obtaining in-person eligibility redeterminations; and

WHEREAS under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19 pandemic.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567 and 8571, do hereby issue the following order to become effective immediately:

IT IS HEREBY ORDERED THAT:

1. As to individuals currently eligible for benefits under Medi-Cal, CalFresh, CalWORKs, the Cash Assistance Program for Immigrants, the California Food Assistance Program, or In Home Supportive Services benefits, and to the extent necessary to allow such individuals to maintain eligibility for such benefits, any state law, including but not limited to California Code of Regulations, Title 22, section 50189(a) and Welfare and Institutions Code sections 18940 and 11265, that would require redetermination of such benefits is suspended for a period of 90 days from the date of this Order. This Order shall be construed to be consistent with applicable federal laws, including but not limited to Code of Federal Regulations, Title 42, section 435.912, subdivision (e), as interpreted by the Centers for Medicare and Medicaid Services (in guidance issued on January 30, 2018) to permit the extension of

otherwise-applicable Medicaid time limits in emergency situations.

2. Through June 17, 2020, any month or partial month in which California Work Opportunity and Responsibility to Kids (CalWORKs) aid or services are received pursuant to Welfare and Institutions Code Section 11200 et seq. shall not be counted for purposes of the 48-month time limit set forth in Welfare and Institutions Code Section 11454. Any waiver of this time limit shall not be applied if it will exceed the federal time limits set forth in Code of Federal Regulations, Title 45, section 264.1.
3. Paragraph 11 of Executive Order N-25-20 (March 12, 2020) is withdrawn and superseded by the following text:

Notwithstanding any other provision of state or local law (including, but not limited to, the Bagley-Keene Act or the Brown Act), and subject to the notice and accessibility requirements set forth below, a local legislative body or state body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body or state body. All requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived.

In particular, any otherwise-applicable requirements that

- (i) state and local bodies notice each teleconference location from which a member will be participating in a public meeting;
- (ii) each teleconference location be accessible to the public;
- (iii) members of the public may address the body at each teleconference conference location;
- (iv) state and local bodies post agendas at all teleconference locations;
- (v) at least one member of the state body be physically present at the location specified in the notice of the meeting; and
- (vi) during teleconference meetings, at least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction

are hereby suspended.

A local legislative body or state body that holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements set forth below, shall have satisfied any requirement that the body allow

members of the public to attend the meeting and offer public comment. Such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

Accessibility Requirements: If a local legislative body or state body holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the body shall also:

- (i) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the Americans with Disabilities Act and resolving any doubt whatsoever in favor of accessibility; and
- (ii) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to subparagraph (ii) of the Notice Requirements below.

Notice Requirements: Except to the extent this Order expressly provides otherwise, each local legislative body and state body shall:

- (i) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by the Bagley-Keene Act or the Brown Act, and using the means otherwise prescribed by the Bagley-Keene Act or the Brown Act, as applicable; and
- (ii) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in such means of public observation and comment, or any instance prior to the issuance of this Order in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of such means, a body may satisfy this requirement by advertising such means using "the most rapid means of communication available at the time" within the meaning of Government Code, section 54954, subdivision (e); this shall include, but need not be limited to, posting such means on the body's Internet website.

All of the foregoing provisions concerning the conduct of public meetings shall apply only during the period in which state or local public health officials have imposed or recommended social distancing measures.

All state and local bodies are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the provisions of the Bagley-Keene Act and the Brown Act, and other applicable local laws regulating the conduct of public meetings, in order to maximize transparency and provide the public access to their meetings.

IT IS FURTHER ORDERED that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 17th day of March 2020.



GAVIN NEWSOM
Governor of California

ATTEST:

ALEX PADILLA
Secretary of State

**EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA**

EXECUTIVE ORDER N-08-21

WHEREAS on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS since March 2020, the State has taken decisive and meaningful actions to reduce the spread, and mitigate the impacts, of COVID-19, saving an untold number of lives; and

WHEREAS as a result of the effective actions Californians have taken, as well as the successful and ongoing distribution of COVID-19 vaccines, California is turning a corner in its fight against COVID-19; and

WHEREAS on June 11, 2021, I issued Executive Order N-07-21, which formally rescinded the Stay-at-Home Order (Executive Order N-33-20, issued on March 19, 2020), as well as the framework for a gradual, risk-based reopening of the economy (Executive Order N-60-20, issued on May 4, 2020); and

WHEREAS in light of the current state of the COVID-19 pandemic in California, it is appropriate to roll back certain provisions of my COVID-19-related Executive Orders; and

WHEREAS certain provisions of my COVID-19 related Executive Orders currently remain necessary to continue to help California respond to, recover from, and mitigate the impacts of the COVID-19 pandemic, including California's ongoing vaccination programs, and the termination of certain provisions of my COVID-19 related Executive Orders during this stage of the emergency would compound the effects of the emergency and impede the State's recovery by disrupting important governmental and social functions; and

WHEREAS under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this Order would continue to prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19 pandemic.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567, 8571, and 8627, do hereby issue the following Order to become effective immediately:

IT IS HEREBY ORDERED THAT:

The following provisions shall remain in place and shall have full force and effect through June 30, 2021, upon which time they will expire subject to individual conditions described in the enumerated paragraphs below.

1) State of Emergency Proclamation dated March 4, 2020:

- a. Paragraph 10. Any facility operating under a waiver pursuant to this provision, memorialized in an All Facilities Letter, may operate pursuant to such a waiver through the stated expiration in the All Facilities Letter or September 30, 2021, whichever occurs first;
- b. Paragraph 11;
- c. Paragraph 12; and
- d. Paragraph 13.

2) Executive Order N-25-20:

- a. Paragraph 1; and
- b. Paragraph 7, and as applicable to local governments per Executive Order N-35-20, Paragraph 3. Effective July 1, 2021, the waivers in Executive Order N-25-20, Paragraph 7, and Executive Order N-35-20, Paragraph 3, of reinstatement requirements set forth in Government Code sections 7522.56(f) and (g) are terminated.

3) Executive Order N-26-20:

- a. Paragraph 1;
- b. Paragraph 2;
- c. Paragraph 3;
- d. Paragraph 5;
- e. Paragraph 6; and
- f. Paragraph 7.

4) Executive Order N-27-20:

- a. Paragraph 1;
- b. Paragraph 2; and
- c. Paragraph 3.

5) Executive Order N-28-20:

- a. Paragraph 3; and
- b. Paragraph 6.

6) Executive Order N-31-20:

- a. Paragraph 1; and
- b. Paragraph 2.

7) Executive Order N-35-20:

- a. Paragraph 1. Any facility operating under a waiver pursuant to this provision, memorialized in an All Facilities Letter, may operate pursuant to such a waiver through the stated expiration in the All Facilities Letter or September 30, 2021, whichever occurs first;
- b. Paragraph 4;
- c. Paragraph 6. To the extent the Director exercised their authority pursuant to this provision on or before June 30, 2021, the extension shall remain valid until the effective expiration;

- d. Paragraph 10. The State Bar shall receive the time extension in the aforementioned order for any nomination submitted to the State Bar by the Governor on or before June 30, 2021; and
 - e. Paragraph 11 (as extended and clarified by N-71-20, Paragraph 6). Claims accruing before June 30, 2021 will remain subject to the 120-day extension granted in the aforementioned orders.
- 8) Executive Order N-36-20, Paragraph 1. To the extent the Secretary exercised their authority pursuant to this provision, the Secretary shall allow each facility to resume intake in a manner that clears intake backlog as soon as feasible.
- 9) Executive Order N-39-20:
- a. Paragraph 1. Any facility operating under a waiver pursuant to this provision, memorialized in an All Facilities Letter, may operate pursuant to such a waiver through the stated expiration in the All Facilities Letter or September 30, 2021, whichever occurs first;
 - b. Paragraph 4; and
 - c. Paragraph 7. The leases or agreements executed pursuant to this provision shall remain valid in accordance with the term of the agreement.
- 10) Executive Order N-40-20:
- a. Paragraph 1. For rulemakings published in the California Regulatory Notice Register pursuant to Government Code section 11346.4(a)(5) prior to June 30, 2021, the deadlines in the aforementioned order shall remain extended in accordance with the order;
 - b. Paragraph 2 (as extended and clarified by N-66-20, Paragraph 12, and N-71-20, Paragraph 10). Notwithstanding the expiration of this provision, state employees subject to these training requirements shall receive the benefit of the 120-day extension granted by the aforementioned orders. All required training due on or before June 30, 2021 must be completed within 120 days of the statutorily prescribed due date;
 - c. Paragraph 7 (as extended and clarified by N-66-20, Paragraph 13 and N-71-20, Paragraph 11). With regard to appeals received on or before June 30, 2021, the State Personnel Board shall be entitled to the extension in the aforementioned order to render its decision;
 - d. Paragraph 8. To the extent the deadlines specified in Government Code section 22844 and California Code of Regulations, title 2, sections 599.517 and 599.518 fell on a date on or before June 30, 2021 absent the extension, they shall expire pursuant to the timeframes specified in the aforementioned orders;
 - e. Paragraph 16;
 - f. Paragraph 17; and
 - g. Paragraph 20.
- 11) Executive Order N-45-20:
- a. Paragraph 4;
 - b. Paragraph 8;
 - c. Paragraph 9; and

- d. Paragraph 12. For vacancies occurring prior to June 30, 2021, the deadline to fill the vacancy shall remain extended for the time period in the aforementioned order.

12) Executive Order N-46-20:

- a. Paragraph 1; and
- b. Paragraph 2.

13) Executive Order N-47-20:

- a. Paragraph 2; and
- b. Paragraph 3.

14) Executive Order N-48-20, Paragraph 2 (which clarified the scope of N-34-20).

15) Executive Order N-49-20:

- a. Paragraph 1;
- b. Paragraph 3. For determinations made on or before June 30, 2021, the discharge date shall be within 14 days of the Board's determination; and
- c. Paragraph 4.

16) Executive Order N-50-20, Paragraph 2.

17) Executive Order N-52-20:

- a. Paragraph 6;
- b. Paragraph 7. To the extent an individual has commenced a training program prior to June 30, 2021, that was interrupted by COVID-19, that individual shall be entitled to the extended timeframe in the aforementioned order; and
- c. Paragraph 14; and
- d. Paragraph 16.

18) Executive Order N-53-20:

- a. Paragraph 3;
- b. Paragraph 12 (as extended or modified by N-69-20, Paragraph 10, and N-71-20, Paragraph 27); and
- c. Paragraph 13 (as extended or modified by N-69-20, Paragraph 11, and N-71-20, Paragraph 28).

19) Executive Order N-54-20, Paragraph 7. To the extent the date governing the expiration of registration of vehicles previously registered in a foreign jurisdiction falls on or before June 30, 2021, the deadline is extended pursuant to the aforementioned orders.

20) Executive Order N-55-20:

- a. Paragraph 1. Statutory deadlines related to cost reports, change in scope of service requests, and reconciliation requests occurring on

or before June 30, 2021 shall remain subject to the extended deadline in the aforementioned order;

- b. Paragraph 4;
- c. Paragraph 5;
- d. Paragraph 6;
- e. Paragraph 8;
- f. Paragraph 9;
- g. Paragraph 10;
- h. Paragraph 13;
- i. Paragraph 14. Statutory deadlines related to beneficiary risk assessments occurring on or before June 30, 2021 shall remain subject to the extended deadline in the aforementioned order; and
- j. Paragraph 16. Deadlines for fee-for-service providers to submit information required for a Medical Exemption Request extended on or before June 30, 2021 shall remain subject to the extended deadline granted under the aforementioned order.

21) Executive Order N-56-20:

- a. Paragraph 1;
- b. Paragraph 6;
- c. Paragraph 7;
- d. Paragraph 8;
- e. Paragraph 9; and
- f. Paragraph 11.

22) Executive Order N-59-20, Paragraph 6.

23) Executive Order N-61-20:

- a. Paragraph 1;
- b. Paragraph 2;
- c. Paragraph 3; and
- d. Paragraph 4.

24) Executive Order N-63-20:

- a. Paragraph 8(a) (as extended by N-71-20, Paragraph 40). The deadlines related to reports by the Division of Occupational Safety and Health (Cal/OSHA) and the Occupational Safety & Health Standards Board on proposed standards or variances due on or before June 30, 2021 shall remain subject to the extended timeframe;
- b. Paragraph 8(c). To the extent the date upon which the Administrative Director must act upon Medical Provider Network applications or requests for modifications or reapprovals falls on or before June 30, 2021 absent the extension in the aforementioned order, it shall remain subject to the extended timeframe;
- c. Paragraph 8(e). To the extent filing deadlines for a Return-to-Work Supplement appeal and any reply or responsive papers fall on or before June 30, 2021, absent the extension in the aforementioned order, they shall remain subject to the extended timeframe;
- d. Paragraph 9(a) (as extended and modified by N-71-20, Paragraph 39). Any deadline setting the time for the Labor Commissioner to

issue any citation under the Labor Code, including a civil wage and penalty assessment pursuant to Labor Code section 1741, that, absent the aforementioned order, would have occurred or would occur between May 7, 2020 and September 29, 2021 shall be extended to September 30, 2021. Any such deadline that, absent the aforementioned order, would occur after September 29, 2021 shall be effective based on the timeframe in existence before the aforementioned order;

- e. Paragraph 9(b) (as extended and modified by N-71-20, Paragraph 41);
- f. Paragraph 9(c) (as extended and modified by N-71-20, Paragraph 39). Any deadline setting the time for a worker to file complaints and initiate proceedings with the Labor Commissioner pursuant to Labor Code sections 98, 98.7, 1700.44, and 2673.1, that, absent the aforementioned order, would have occurred or would occur between May 7, 2020 and September 29, 2021 shall be extended to September 30, 2021. Any such deadline that, absent the aforementioned order, would occur after September 29, 2021 shall be effective based on the timeframe in existence before the aforementioned order;
- g. Paragraph 9(d) (as extended and modified by N-71-20, Paragraph 39). Any deadline setting the time for Cal/OSHA to issue citations pursuant to Labor Code section 6317, that, absent the aforementioned order, would have occurred or would occur between May 7, 2020 and September 29, 2021 shall be extended to September 30, 2021. Any such deadline that, absent the aforementioned order, would occur after September 29, 2021 shall be effective based on the timeframe in existence before the aforementioned order;
- h. Paragraph 9(e) (as extended and modified by N-71-20, Paragraph 41);
- i. Paragraph 10;
- j. Paragraph 12. Any peace officer reemployed on or before June 30, 2021 pursuant to the aforementioned order shall be entitled to the extended reemployment period set forth in the order;
- k. Paragraph 13;
- l. Paragraph 14; and
- m. Paragraph 15 (as extended by N-71-20, Paragraph 36).

25) Executive Order N-65-20:

- a. Paragraph 5 (as extended by N-71-20, Paragraph 35; N-80-20, Paragraph 4; and N-01-21). Identification cards issued under Health and Safety Code section 11362.71 that would otherwise have expired absent the aforementioned extension between March 4, 2020 and June 30, 2021 shall expire on December 31, 2021; and
- b. Paragraph 7.

26) Executive Order N-66-20:

- a. Paragraph 3;
- b. Paragraph 4; and
- c. Paragraph 5.

27) Executive Order N-68-20:

- a. Paragraph 1. Notwithstanding the expiration of the aforementioned order, temporary licenses granted on or before June 30, 2021 shall be valid through September 30, 2021; and
- b. Paragraph 2. Renewal fee payments otherwise due to the to the California Department of Public Health absent the extension in the aforementioned order on or before June 30, 2021, shall be entitled to the extensions of time set forth in the aforementioned order.

28) Executive Order N-71-20:

- a. Paragraph 1;
- b. Paragraph 4;
- c. Paragraph 16. Where the statutory deadline for opening or completing investigations is set to occur on or before June 30, 2021, the deadline shall remain subject to the extension in the aforementioned order; and
- d. Paragraph 17. Where the statutory deadline for serving a notice of adverse action is due on or before June 30, 2021, the deadline shall remain subject to the extension in the aforementioned order.

29) Executive Order N-75-20:

- a. Paragraph 7. Children placed in foster care on or before June 30, 2021 shall receive such examinations on or before July 31, 2021;
- b. Paragraph 8;
- c. Paragraph 9;
- d. Paragraph 10. Any facility operating under a waiver pursuant to this provision may operate pursuant to such a waiver through the expiration as set forth by the California Department of Public Health, or September 30, 2021, whichever occurs first; and
- e. Paragraph 13.

30) Executive Order N-76-20, Paragraph 3.

31) Executive Order N-77-20:

- a. Paragraph 1;
- b. Paragraph 2; and
- c. Paragraph 3.

32) Executive Order N-78-20 (as extended and modified by N-03-21):

- a. Paragraph 1; and
- b. Paragraph 2.

33) Executive Order N-83-20:

- a. Paragraph 3. To the extent the Director of the Department of Alcoholic Beverage Control suspends deadlines for renewing licenses upon payment of annual fees on or before June 30, 2021, the extension shall remain valid until the effective expiration;

- b. Paragraph 5 (which repealed and replaced N-71-20, Paragraph 19, which extended N-52-20, Paragraph 1, and N-69-20, Paragraph 3);
- c. Paragraph 6 (which repealed and replaced N-71-20, Paragraph 20, which extended N-52-20, Paragraph 2, and N-69-20, Paragraph 4); and
- d. Paragraph 7 (which repealed and replaced N-71-20, Paragraph 21, which extended N-52-20, Paragraph 3, and N-69-20, Paragraph 5).

34) Executive Order N-84-20:

- a. Paragraph 1;
- b. Paragraph 2;
- c. Paragraph 3; and
- d. Paragraph 5.

The following provisions shall remain in place and shall have full force and effect through July 31, 2021, upon which time they will expire subject to individual conditions described in the enumerated paragraphs below.

35) Executive Order N-39-20, Paragraph 8 (as extended by N-69-20, Paragraph 2 and N-71-20, Paragraph 8).

36) Executive Order N-53-20, Paragraph 11 (as extended or modified by N-68-20, Paragraph 15, and N-71-20, Paragraph 26).

37) Executive Order N-71-20, Paragraph 25.

38) Executive Order N-75-20:

- a. Paragraph 5; and
- b. Paragraph 6

The following provisions shall remain in place and shall have full force and effect through September 30, 2021, upon which time they will expire subject to individual conditions described in the enumerated paragraphs below.

39) State of Emergency Proclamation dated March 4, 2020:

- a. Paragraph 3; and
- b. Paragraph 14. Any facility operating under a waiver pursuant to this provision may operate pursuant to such a waiver through the expiration as set forth by the Department of Social Services, or September 30, 2021, whichever occurs first.

40) Executive Order N-25-20:

- a. Paragraph 2;
- b. Paragraph 3; and
- c. Paragraph 4.

41) Executive Order N-28-20:

- a. Paragraph 4; and
- b. Paragraph 5.

42) Executive Order N-29-20, Paragraph 3, is withdrawn and replaced by the following text:

Notwithstanding any other provision of state or local law (including, but not limited to, the Bagley-Keene Act or the Brown Act), and subject to the notice and accessibility requirements set forth below, a local legislative body or state body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body or state body. All requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived.

In particular, any otherwise-applicable requirements that

- (i) state and local bodies notice each teleconference location from which a member will be participating in a public meeting;
- (ii) each teleconference location be accessible to the public;
- (iii) members of the public may address the body at each teleconference conference location;
- (iv) state and local bodies post agendas at all teleconference locations;
- (v) at least one member of the state body be physically present at the location specified in the notice of the meeting; and
- (vi) during teleconference meetings, a least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction

are hereby suspended.

A local legislative body or state body that holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements set forth below, shall have satisfied any requirement that the body allow members of the public to attend the meeting and offer public comment. Such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

Accessibility Requirements: If a local legislative body or state body holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the body shall also:

- (i) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the Americans with Disabilities Act and resolving any doubt whatsoever in favor of accessibility; and
- (ii) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to subparagraph (ii) of the Notice Requirements below.

Notice Requirements: Except to the extent this Order expressly provides otherwise, each local legislative body and state body shall:

- (i) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by the Bagley-Keene Act or the Brown Act, and using the means otherwise prescribed by the Bagley-Keene Act or the Brown Act, as applicable; and
- (ii) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in such means of public observation and comment, or any instance prior to the issuance of this Order in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of such means, a body may satisfy this requirement by advertising such means using "the most rapid means of communication available at the time" within the meaning of Government Code, section 54954, subdivision (e); this shall include, but need not be limited to, posting such means on the body's Internet website.

All of the foregoing provisions concerning the conduct of public meetings shall apply through September 30, 2021.

43) Executive Order N-32-20:

- a. Paragraph 1;
- b. Paragraph 2; and
- c. Paragraph 3.

44) Executive Order N-35-20:

- a. Paragraph 2; and
- b. Paragraph 12.

45) Executive Order N-39-20:

- a. Paragraph 2;
- b. Paragraph 3; and
- c. Paragraph 6.

46) Executive Order N-40-20:

- a. Paragraph 12 (as extended or modified by N-66-20, paragraph 16, N-71-20, paragraph 14, and N-75-20, Paragraph 12). To the extent the Director exercised their authority pursuant to this provision on or before September 30, 2021, the extension shall remain valid until the effective expiration of the applicable waiver; and
- b. Paragraph 18.

47) Executive Order N-42-20.

48) Executive Order N-43-20.

49) Executive Order N-49-20, Paragraph 2.

50) Executive Order N-54-20:

- a. Paragraph 8 (as extended by N-80-20, Paragraph 6); and
- b. Paragraph 9. To the extent any timeframe within which a California Native American tribe must request consultation and the lead agency must begin the consultation process relating to an Environmental Impact Report, Negative Declaration, or Mitigated Negative Declaration under the California Environmental Quality Act extends beyond September 30, 2021, the tribe and lead agency will receive the benefit of the extension so long as the triggering event occurred on or before September 30, 2021.

51) Executive Order N-55-20:

- a. Paragraph 2;
- b. Paragraph 3;
- c. Paragraph 7. All on-site licensing visits which would have been due on or before September 30, 2021 shall occur before December 31, 2021;
- d. Paragraph 11; and
- e. Paragraph 12.

52) Executive Order N-56-20, Paragraph 10 is withdrawn and superseded by the following text:

Paragraph 42 of this Order, including the conditions specified therein, shall apply to meetings held pursuant to Article 3 of Chapter 2 of Part 21 of Division 3 of Title 2 of the Education Code and Education Code section 47604.1(b).

53) Executive Order N-58-20 (as extended by N-71-20, Paragraph 29).

54) Executive Order N-59-20:

- a. Paragraph 1. The sworn statement or verbal attestation of pregnancy must be submitted on or before September 30, 2021 and medical verification of pregnancy must be submitted within 30

working days following submittal of the sworn statement or verbal attestation for benefits to continue;

- b. Paragraph 2 (as extended and modified by N-69-20, Paragraph 14, and N-71-20, Paragraph 31);
- c. Paragraph 3 (as extended and modified by N-69-20, Paragraph 15, and N-71-20, Paragraph 32); and
- d. Paragraph 4 (as extended and modified by N-69-20, Paragraph 16, and N-71-20, Paragraph 33).

55) Executive Order N-63-20:

- a. Paragraph 8(b). To the extent filing deadlines for claims and liens fall on or before September 30, 2021, absent the extension in the aforementioned order, they shall remain subject to the extended timeframe; and
- b. Paragraph 11.

56) Executive Order N-66-20, Paragraph 6.

57) Executive Order N-71-20:

- a. Paragraph 15;
- b. Paragraph 22; and
- c. Paragraph 23.

58) Executive Order N-75-20:

- a. Paragraph 1;
- b. Paragraph 2; and
- c. Paragraph 4.

59) Executive Order N-80-20:

- a. Paragraph 3; and
- b. Paragraph 7.

60) Executive Order N-83-20

- a. Paragraph 2 is withdrawn and replaced by the following text:

The deadline to pay annual fees, including any installment payments, currently due or that will become due during the proclaimed emergency, as specified in Business and Professions Code sections 19942, 19951, 19954, 19955, 19984, and any accompanying regulations is September 30, 2021; the deadlines for submission of any application or deposit fee, as specified in Business and Professions Code sections 19951 (a), 19867, 19868, 19876, 19877, 19942, 19984, and any accompanying regulations is no later than September 30, 2021, or per existing requirements, whichever date is later.

- b. Paragraph 4.

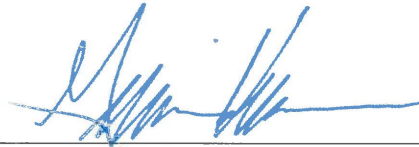
61) Executive Order N-03-21, Paragraph 3, is withdrawn and replaced by the following text:

As applied to commercial evictions only, the timeframe for the protections set forth in Paragraph 2 of Executive Order N-28-20 (and extended by Paragraph 21 of Executive Order N-66-20, Paragraph 3 of Executive Order N-71-20, and Paragraph 2 of Executive Order N-80-20) is extended through September 30, 2021.

IT IS FURTHER ORDERED that, as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 11th day of June 2021.



GAVIN NEWSOM
Governor of California

ATTEST:

SHIRLEY N. WEBER, PH.D.
Secretary of State

AMENDED IN SENATE SEPTEMBER 3, 2021

AMENDED IN SENATE AUGUST 30, 2021

AMENDED IN SENATE JULY 6, 2021

AMENDED IN ASSEMBLY MAY 10, 2021

AMENDED IN ASSEMBLY APRIL 6, 2021

CALIFORNIA LEGISLATURE—2021–22 REGULAR SESSION

ASSEMBLY BILL

No. 361

Introduced by Assembly Member Robert Rivas

February 1, 2021

An act to *add and repeal Section 89305.6 of the Education Code, and to amend, repeal, and add Section 54953* ~~of of, and to add and repeal Section 11133 of~~, the Government Code, relating to ~~local government, open meetings~~, and declaring the urgency thereof, to take effect immediately.

LEGISLATIVE COUNSEL'S DIGEST

AB 361, as amended, Robert Rivas. Open meetings: *state and* local agencies: teleconferences.

~~Existing~~

(1) *Existing* law, the Ralph M. Brown Act requires, with specified exceptions, that all meetings of a legislative body of a local agency, as those terms are defined, be open and public and that all persons be permitted to attend and participate. The act contains specified provisions regarding the timelines for posting an agenda and providing for the ability of the public to directly address the legislative body on any item of interest to the public. The act generally requires all regular and special

meetings of the legislative body be held within the boundaries of the territory over which the local agency exercises jurisdiction, subject to certain exceptions. The act allows for meetings to occur via teleconferencing subject to certain requirements, particularly that the legislative body notice each teleconference location of each member that will be participating in the public meeting, that each teleconference location be accessible to the public, that members of the public be allowed to address the legislative body at each teleconference location, that the legislative body post an agenda at each teleconference location, and that at least a quorum of the legislative body participate from locations within the boundaries of the local agency's jurisdiction. The act provides an exemption to the jurisdictional requirement for health authorities, as defined. The act authorizes the district attorney or any interested person, subject to certain provisions, to commence an action by mandamus or injunction for the purpose of obtaining a judicial determination that specified actions taken by a legislative body are null and void.

Existing law, the California Emergency Services Act, authorizes the Governor, or the Director of Emergency Services when the governor is inaccessible, to proclaim a state of emergency under specified circumstances.

Executive Order No. N-29-20 suspends the Ralph M. Brown Act's requirements for teleconferencing during the COVID-19 pandemic provided that notice and accessibility requirements are met, the public members are allowed to observe and address the legislative body at the meeting, and that a legislative body of a local agency has a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, as specified.

This bill, until January 1, 2024, would authorize a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when a legislative body of a local agency holds a meeting during a declared state of emergency, as that term is defined, when state or local health officials have imposed or recommended measures to promote social distancing, during a proclaimed state of emergency held for the purpose of determining, by majority vote, whether meeting in person would present imminent risks to the health or safety of attendees, and during a proclaimed state of emergency when the legislative body has determined that meeting in person would present imminent risks to the health or safety of attendees, as provided.

This bill would require legislative bodies that hold teleconferenced meetings under these abbreviated teleconferencing procedures to give notice of the meeting and post agendas, as described, to allow members of the public to access the meeting and address the legislative body, to give notice of the means by which members of the public may access the meeting and offer public comment, including an opportunity for all persons to attend via a call-in option or an internet-based service option, and to conduct the meeting in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body. The bill would require the legislative body to take no further action on agenda items when there is a disruption which prevents the public agency from broadcasting the meeting, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments, until public access is restored. The bill would specify that actions taken during the disruption are subject to challenge proceedings, as specified.

This bill would prohibit the legislative body from requiring public comments to be submitted in advance of the meeting and would specify that the legislative body must provide an opportunity for the public to address the legislative body and offer comment in real time. The bill would prohibit the legislative body from closing the public comment period and the opportunity to register to provide public comment, until the public comment period has elapsed or until a reasonable amount of time has elapsed, as specified. When there is a continuing state of emergency, or when state or local officials have imposed or recommended measures to promote social distancing, the bill would require a legislative body to make specified findings not later than 30 days after the first teleconferenced meeting pursuant to these provisions, and to make those findings every 30 days thereafter, in order to continue to meet under these abbreviated teleconferencing procedures.

Existing law prohibits a ~~state~~ *legislative* body from requiring, as a condition to attend a meeting, a person to register the person's name, or to provide other information, or to fulfill any condition precedent to the person's attendance.

This bill would exclude from that prohibition, a registration requirement imposed by a third-party internet website or other online platform not under the control of the legislative body.

(2) Existing law, the Bagley-Keene Open Meeting Act, requires, with specified exceptions, that all meetings of a state body be open and public and all persons be permitted to attend any meeting of a state body. The

act requires at least one member of the state body to be physically present at the location specified in the notice of the meeting.

The Governor's Executive Order No. N-29-20 suspends the requirements of the Bagley-Keene Open Meeting Act for teleconferencing during the COVID-19 pandemic, provided that notice and accessibility requirements are met, the public members are allowed to observe and address the state body at the meeting, and that a state body has a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, as specified.

This bill, until January 31, 2022, would authorize, subject to specified notice and accessibility requirements, a state body to hold public meetings through teleconferencing and to make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the state body. With respect to a state body holding a public meeting pursuant to these provisions, the bill would suspend certain requirements of existing law, including the requirements that each teleconference location be accessible to the public and that members of the public be able to address the state body at each teleconference location. Under the bill, a state body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically would satisfy any requirement that the state body allow members of the public to attend the meeting and offer public comment. The bill would require that each state body that holds a meeting through teleconferencing provide notice of the meeting, and post the agenda, as provided. The bill would urge state bodies utilizing these teleconferencing procedures in the bill to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to existing law, as provided.

(3) Existing law establishes the various campuses of the California State University under the administration of the Trustees of the California State University, and authorizes the establishment of student body organizations in connection with the operations of California State University campuses.

The Gloria Romero Open Meetings Act of 2000 generally requires a legislative body, as defined, of a student body organization to conduct its business in a meeting that is open and public. The act authorizes the legislative body to use teleconferencing, as defined, for the benefit of the public and the legislative body in connection with any meeting or proceeding authorized by law.

This bill, until January 31, 2022, would authorize, subject to specified notice and accessibility requirements, a legislative body, as defined for purposes of the act, to hold public meetings through teleconferencing and to make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the legislative body. With respect to a legislative body holding a public meeting pursuant to these provisions, the bill would suspend certain requirements of existing law, including the requirements that each teleconference location be accessible to the public and that members of the public be able to address the legislative body at each teleconference location. Under the bill, a legislative body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically would satisfy any requirement that the legislative body allow members of the public to attend the meeting and offer public comment. The bill would require that each legislative body that holds a meeting through teleconferencing provide notice of the meeting, and post the agenda, as provided. The bill would urge legislative bodies utilizing these teleconferencing procedures in the bill to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to existing law, as provided.

This

(4) *This bill would declare the Legislature’s intent, consistent with the Governor’s Executive Order No. N-29-20, to improve and enhance public access to state and local agency meetings during the COVID-19 pandemic and future emergencies by allowing broader access through teleconferencing options.*

This

(5) *This bill would incorporate additional changes to Section 54953 of the Government Code proposed by AB 339 to be operative only if this bill and AB 339 are enacted and this bill is enacted last.*

The

(6) *The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.*

This bill would make legislative findings to that effect.

(7) Existing constitutional provisions require that a statute that limits the right of access to the meetings of public bodies or the writings of public officials and agencies be adopted with findings demonstrating the interest protected by the limitation and the need for protecting that interest.

This bill would make legislative findings to that effect.

~~This~~

(8) This bill would declare that it is to take effect immediately as an urgency statute.

Vote: $\frac{2}{3}$. Appropriation: no. Fiscal committee: ~~no~~-yes.

State-mandated local program: no.

The people of the State of California do enact as follows:

1 SECTION 1. Section 89305.6 is added to the Education Code,
2 to read:

3 89305.6. (a) Notwithstanding any other provision of this
4 article, and subject to the notice and accessibility requirements in
5 subdivisions (d) and (e), a legislative body may hold public
6 meetings through teleconferencing and make public meetings
7 accessible telephonically, or otherwise electronically, to all
8 members of the public seeking to observe and to address the
9 legislative body.

10 (b) (1) For a legislative body holding a public meeting through
11 teleconferencing pursuant to this section, all requirements in this
12 article requiring the physical presence of members, the clerk or
13 other personnel of the legislative body, or the public, as a condition
14 of participation in or quorum for a public meeting, are hereby
15 suspended.

16 (2) For a legislative body holding a public meeting through
17 teleconferencing pursuant to this section, all of the following
18 requirements in this article are suspended:

19 (A) Each teleconference location from which a member will be
20 participating in a public meeting or proceeding be identified in
21 the notice and agenda of the public meeting or proceeding.

22 (B) Each teleconference location be accessible to the public.

23 (C) Members of the public may address the legislative body at
24 each teleconference conference location.

25 (D) Post agendas at all teleconference locations.

1 (E) At least one member of the legislative body be physically
2 present at the location specified in the notice of the meeting.

3 (c) A legislative body that holds a meeting through
4 teleconferencing and allows members of the public to observe and
5 address the meeting telephonically or otherwise electronically,
6 consistent with the notice and accessibility requirements in
7 subdivisions (d) and (e), shall have satisfied any requirement that
8 the legislative body allow members of the public to attend the
9 meeting and offer public comment. A legislative body need not
10 make available any physical location from which members of the
11 public may observe the meeting and offer public comment.

12 (d) If a legislative body holds a meeting through
13 teleconferencing pursuant to this section and allows members of
14 the public to observe and address the meeting telephonically or
15 otherwise electronically, the legislative body shall also do both of
16 the following:

17 (1) Implement a procedure for receiving and swiftly resolving
18 requests for reasonable modification or accommodation from
19 individuals with disabilities, consistent with the federal Americans
20 with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), and
21 resolving any doubt whatsoever in favor of accessibility.

22 (2) Advertise that procedure each time notice is given of the
23 means by which members of the public may observe the meeting
24 and offer public comment, pursuant to paragraph (2) of subdivision
25 (e).

26 (e) Except to the extent this section provides otherwise, each
27 legislative body that holds a meeting through teleconferencing
28 pursuant to this section shall do both of the following:

29 (1) Give advance notice of the time of, and post the agenda for,
30 each public meeting according to the timeframes otherwise
31 prescribed by this article, and using the means otherwise
32 prescribed by this article, as applicable.

33 (2) In each instance in which notice of the time of the meeting
34 is otherwise given or the agenda for the meeting is otherwise
35 posted, also give notice of the means by which members of the
36 public may observe the meeting and offer public comment. As to
37 any instance in which there is a change in the means of public
38 observation and comment, or any instance prior to the effective
39 date of this section in which the time of the meeting has been
40 noticed or the agenda for the meeting has been posted without

1 also including notice of the means of public observation and
2 comment, a legislative body may satisfy this requirement by
3 advertising the means of public observation and comment using
4 the most rapid means of communication available at the time.
5 Advertising the means of public observation and comment using
6 the most rapid means of communication available at the time shall
7 include, but need not be limited to, posting such means on the
8 legislative body's internet website.

9 (f) All legislative bodies utilizing the teleconferencing
10 procedures in this section are urged to use sound discretion and
11 to make reasonable efforts to adhere as closely as reasonably
12 possible to the otherwise applicable provisions of this article, in
13 order to maximize transparency and provide the public access to
14 legislative body meetings.

15 (g) This section shall remain in effect only until January 31,
16 2022, and as of that date is repealed.

17 SEC. 2. Section 11133 is added to the Government Code, to
18 read:

19 11133. (a) Notwithstanding any other provision of this article,
20 and subject to the notice and accessibility requirements in
21 subdivisions (d) and (e), a state body may hold public meetings
22 through teleconferencing and make public meetings accessible
23 telephonically, or otherwise electronically, to all members of the
24 public seeking to observe and to address the state body.

25 (b) (1) For a state body holding a public meeting through
26 teleconferencing pursuant to this section, all requirements in this
27 article requiring the physical presence of members, the clerk or
28 other personnel of the state body, or the public, as a condition of
29 participation in or quorum for a public meeting, are hereby
30 suspended.

31 (2) For a state body holding a public meeting through
32 teleconferencing pursuant to this section, all of the following
33 requirements in this article are suspended:

34 (A) Each teleconference location from which a member will be
35 participating in a public meeting or proceeding be identified in
36 the notice and agenda of the public meeting or proceeding.

37 (B) Each teleconference location be accessible to the public.

38 (C) Members of the public may address the state body at each
39 teleconference conference location.

40 (D) Post agendas at all teleconference locations.

1 (E) *At least one member of the state body be physically present*
2 *at the location specified in the notice of the meeting.*

3 (c) *A state body that holds a meeting through teleconferencing*
4 *and allows members of the public to observe and address the*
5 *meeting telephonically or otherwise electronically, consistent with*
6 *the notice and accessibility requirements in subdivisions (d) and*
7 *(e), shall have satisfied any requirement that the state body allow*
8 *members of the public to attend the meeting and offer public*
9 *comment. A state body need not make available any physical*
10 *location from which members of the public may observe the*
11 *meeting and offer public comment.*

12 (d) *If a state body holds a meeting through teleconferencing*
13 *pursuant to this section and allows members of the public to*
14 *observe and address the meeting telephonically or otherwise*
15 *electronically, the state body shall also do both of the following:*

16 (1) *Implement a procedure for receiving and swiftly resolving*
17 *requests for reasonable modification or accommodation from*
18 *individuals with disabilities, consistent with the federal Americans*
19 *with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), and*
20 *resolving any doubt whatsoever in favor of accessibility.*

21 (2) *Advertise that procedure each time notice is given of the*
22 *means by which members of the public may observe the meeting*
23 *and offer public comment, pursuant to paragraph (2) of subdivision*
24 *(e).*

25 (e) *Except to the extent this section provides otherwise, each*
26 *state body that holds a meeting through teleconferencing pursuant*
27 *to this section shall do both of the following:*

28 (1) *Give advance notice of the time of, and post the agenda for,*
29 *each public meeting according to the timeframes otherwise*
30 *prescribed by this article, and using the means otherwise*
31 *prescribed by this article, as applicable.*

32 (2) *In each instance in which notice of the time of the meeting*
33 *is otherwise given or the agenda for the meeting is otherwise*
34 *posted, also give notice of the means by which members of the*
35 *public may observe the meeting and offer public comment. As to*
36 *any instance in which there is a change in the means of public*
37 *observation and comment, or any instance prior to the effective*
38 *date of this section in which the time of the meeting has been*
39 *noticed or the agenda for the meeting has been posted without*
40 *also including notice of the means of public observation and*

comment, a state body may satisfy this requirement by advertising the means of public observation and comment using the most rapid means of communication available at the time. Advertising the means of public observation and comment using the most rapid means of communication available at the time shall include, but need not be limited to, posting such means on the state body's internet website.

(f) All state bodies utilizing the teleconferencing procedures in this section are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the otherwise applicable provisions of this article, in order to maximize transparency and provide the public access to state body meetings.

(g) This section shall remain in effect only until January 31, 2022, and as of that date is repealed.

~~SECTION 4.~~

SEC. 3. Section 54953 of the Government Code is amended to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and

1 agenda of the meeting or proceeding, and each teleconference
2 location shall be accessible to the public. During the teleconference,
3 at least a quorum of the members of the legislative body shall
4 participate from locations within the boundaries of the territory
5 over which the local agency exercises jurisdiction, except as
6 provided in subdivisions (d) and (e). The agenda shall provide an
7 opportunity for members of the public to address the legislative
8 body directly pursuant to Section 54954.3 at each teleconference
9 location.

10 (4) For the purposes of this section, “teleconference” means a
11 meeting of a legislative body, the members of which are in different
12 locations, connected by electronic means, through either audio or
13 video, or both. Nothing in this section shall prohibit a local agency
14 from providing the public with additional teleconference locations.

15 (c) (1) No legislative body shall take action by secret ballot,
16 whether preliminary or final.

17 (2) The legislative body of a local agency shall publicly report
18 any action taken and the vote or abstention on that action of each
19 member present for the action.

20 (3) Prior to taking final action, the legislative body shall orally
21 report a summary of a recommendation for a final action on the
22 salaries, salary schedules, or compensation paid in the form of
23 fringe benefits of a local agency executive, as defined in
24 subdivision (d) of Section 3511.1, during the open meeting in
25 which the final action is to be taken. This paragraph shall not affect
26 the public’s right under the California Public Records Act (Chapter
27 3.5 (commencing with Section 6250) of Division 7 of Title 1) to
28 inspect or copy records created or received in the process of
29 developing the recommendation.

30 (d) (1) Notwithstanding the provisions relating to a quorum in
31 paragraph (3) of subdivision (b), if a health authority conducts a
32 teleconference meeting, members who are outside the jurisdiction
33 of the authority may be counted toward the establishment of a
34 quorum when participating in the teleconference if at least 50
35 percent of the number of members that would establish a quorum
36 are present within the boundaries of the territory over which the
37 authority exercises jurisdiction, and the health authority provides
38 a teleconference number, and associated access codes, if any, that
39 allows any person to call in to participate in the meeting and the

1 number and access codes are identified in the notice and agenda
2 of the meeting.

3 (2) Nothing in this subdivision shall be construed as
4 discouraging health authority members from regularly meeting at
5 a common physical site within the jurisdiction of the authority or
6 from using teleconference locations within or near the jurisdiction
7 of the authority. A teleconference meeting for which a quorum is
8 established pursuant to this subdivision shall be subject to all other
9 requirements of this section.

10 (3) For purposes of this subdivision, a health authority means
11 any entity created pursuant to Sections 14018.7, 14087.31,
12 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare
13 and Institutions Code, any joint powers authority created pursuant
14 to Article 1 (commencing with Section 6500) of Chapter 5 of
15 Division 7 for the purpose of contracting pursuant to Section
16 14087.3 of the Welfare and Institutions Code, and any advisory
17 committee to a county-sponsored health plan licensed pursuant to
18 Chapter 2.2 (commencing with Section 1340) of Division 2 of the
19 Health and Safety Code if the advisory committee has 12 or more
20 members.

21 (e) (1) A local agency may use teleconferencing without
22 complying with the requirements of paragraph (3) of subdivision
23 (b) if the legislative body complies with the requirements of
24 paragraph (2) of this subdivision in any of the following
25 circumstances:

26 (A) The legislative body holds a meeting during a proclaimed
27 state of emergency, and state or local officials have imposed or
28 recommended measures to promote social distancing.

29 (B) The legislative body holds a meeting during a proclaimed
30 state of emergency for the purpose of determining, by majority
31 vote, whether as a result of the emergency, meeting in person
32 would present imminent risks to the health or safety of attendees.

33 (C) The legislative body holds a meeting during a proclaimed
34 state of emergency and has determined, by majority vote, pursuant
35 to subparagraph ~~(B)~~ (B), that, as a result of the emergency, meeting
36 in person would present imminent risks to the health or safety of
37 attendees.

38 (2) A legislative body that holds a meeting pursuant to this
39 subdivision shall do all of the following:

1 (A) The legislative body shall give notice of the meeting and
2 post agendas as otherwise required by this chapter.

3 (B) The legislative body shall allow members of the public to
4 access the meeting and the agenda shall provide an opportunity
5 for members of the public to address the legislative body directly
6 pursuant to Section 54954.3. In each instance in which notice of
7 the time of the teleconferenced meeting is otherwise given or the
8 agenda for the meeting is otherwise posted, the legislative body
9 shall also give notice of the means by which members of the public
10 may access the meeting and offer public comment. The agenda
11 shall identify and include an opportunity for all persons to attend
12 via a call-in option or an internet-based service option. This
13 subparagraph shall not be construed to require the legislative body
14 to provide a physical location from which the public may attend
15 or comment.

16 (C) The legislative body shall conduct teleconference meetings
17 in a manner that protects the statutory and constitutional rights of
18 the parties and the public appearing before the legislative body of
19 a local agency.

20 (D) In the event of a disruption which prevents the public agency
21 from broadcasting the meeting to members of the public using the
22 call-in option or internet-based service option, or in the event of
23 a disruption within the local agency's control which prevents
24 members of the public from offering public comments using the
25 call-in option or internet-based service option, the body shall take
26 no further action on items appearing on the meeting agenda until
27 public access to the meeting via the call-in option or internet-based
28 service option is restored. Actions taken on agenda items during
29 a disruption which prevents the public agency from broadcasting
30 the meeting may be challenged pursuant to Section 54960.1.

31 (E) The legislative body shall not require public comments to
32 be submitted in advance of the meeting and must provide an
33 opportunity for the public to address the legislative body and offer
34 comment in real time. This subparagraph shall not be construed
35 to require the legislative body to provide a physical location from
36 which the public may attend or comment.

37 (F) Notwithstanding Section 54953.3, an individual desiring to
38 provide public comment through the use of an internet website, or
39 other online platform, not under the control of the local legislative
40 body, that requires registration to log in to a teleconference may

1 be required to register as required by the third-party internet
2 website or online platform to participate.

3 (G) (i) A legislative body that provides a timed public comment
4 period for each agenda item shall not close the public comment
5 period for the agenda item, or the opportunity to register, pursuant
6 to subparagraph (F), to provide public comment until that timed
7 public comment period has elapsed.

8 (ii) A legislative body that does not provide a timed public
9 comment period, but takes public comment separately on each
10 agenda item, shall allow a reasonable amount of time per agenda
11 item to allow public members the opportunity to provide public
12 comment, including time for members of the public to register
13 pursuant to subparagraph (F), or otherwise be recognized for the
14 purpose of providing public comment.

15 (iii) A legislative body that provides a timed general public
16 comment period that does not correspond to a specific agenda item
17 shall not close the public comment period or the opportunity to
18 register, pursuant to subparagraph (F), until the timed general
19 public comment period has elapsed.

20 (3) If a state of emergency remains active, or state or local
21 officials have imposed or recommended measures to promote
22 social distancing, in order to continue to teleconference without
23 compliance with paragraph (3) of subdivision (b), the legislative
24 body shall, not later than 30 days after teleconferencing for the
25 first time pursuant to subparagraph (A), (B), or (C) of paragraph
26 (1), and every 30 days thereafter, make the following findings by
27 majority vote:

28 (A) The legislative body has reconsidered the circumstances of
29 the state of emergency.

30 (B) Any of the following circumstances exist:

31 (i) The state of emergency continues to directly impact the
32 ability of the members to meet safely in person.

33 (ii) State or local officials continue to impose or recommend
34 measures to promote social distancing.

35 (4) For the purposes of this subdivision, “state of emergency”
36 means a state of emergency proclaimed pursuant to Section 8625
37 of the California Emergency Services Act (Article 1 (commencing
38 with Section 8550) of Chapter 7 of Division 1 of Title 2).

39 (f) This section shall remain in effect only until January 1, 2024,
40 and as of that date is repealed.

~~SEC. 1.1.~~

SEC. 3.1. Section 54953 of the Government Code is amended to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency in person, except as otherwise provided in this chapter. Local agencies shall conduct meetings subject to this chapter consistent with applicable state and federal civil rights laws, including, but not limited to, ~~the any applicable~~ language access and other nondiscrimination obligations of Section 11135 and Subchapter V (commencing with Section 2000d) of Chapter 21 of Title 42 of the United States Code. *obligations.*

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) (1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph ~~(B)~~ (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(2) A legislative body that holds a meeting pursuant to this subdivision shall do all of the following:

(A) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(B) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3. In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda

1 shall identify and include an opportunity for all persons to attend
2 via a call-in option or an internet-based service option. This
3 subparagraph shall not be construed to require the legislative body
4 to provide a physical location from which the public may attend
5 or comment.

6 (C) The legislative body shall conduct teleconference meetings
7 in a manner that protects the statutory and constitutional rights of
8 the parties and the public appearing before the legislative body of
9 a local agency.

10 (D) In the event of a disruption which prevents the public agency
11 from broadcasting the meeting to members of the public using the
12 call-in option or internet-based service option, or in the event of
13 a disruption within the local agency's control which prevents
14 members of the public from offering public comments using the
15 call-in option or internet-based service option, the body shall take
16 no further action on items appearing on the meeting agenda until
17 public access to the meeting via the call-in option or internet-based
18 service option is restored. Actions taken on agenda items during
19 a disruption which prevents the public agency from broadcasting
20 the meeting may be challenged pursuant to Section 54960.1.

21 (E) The legislative body shall not require public comments to
22 be submitted in advance of the meeting and must provide an
23 opportunity for the public to address the legislative body and offer
24 comment in real time. This subparagraph shall not be construed
25 to require the legislative body to provide a physical location from
26 which the public may attend or comment.

27 (F) Notwithstanding Section 54953.3, an individual desiring to
28 provide public comment through the use of an internet website, or
29 other online platform, not under the control of the local legislative
30 body, that requires registration to log in to a teleconference may
31 be required to register as required by the third-party internet
32 website or online platform to participate.

33 (G) (i) A legislative body that provides a timed public comment
34 period for each agenda item shall not close the public comment
35 period for the agenda item, or the opportunity to register, pursuant
36 to subparagraph (F), to provide public comment until that timed
37 public comment period has elapsed.

38 (ii) A legislative body that does not provide a timed public
39 comment period, but takes public comment separately on each
40 agenda item, shall allow a reasonable amount of time per agenda

1 item to allow public members the opportunity to provide public
2 comment, including time for members of the public to register
3 pursuant to subparagraph (F), or otherwise be recognized for the
4 purpose of providing public comment.

5 (iii) A legislative body that provides a timed general public
6 comment period that does not correspond to a specific agenda item
7 shall not close the public comment period or the opportunity to
8 register, pursuant to subparagraph (F), until the timed general
9 public comment period has elapsed.

10 (3) If a state of emergency remains active, or state or local
11 officials have imposed or recommended measures to promote
12 social distancing, in order to continue to teleconference without
13 compliance with paragraph (3) of subdivision (b), the legislative
14 body shall, not later than 30 days after teleconferencing for the
15 first time pursuant to subparagraph (A), (B), or (C) of paragraph
16 (1), and every 30 days thereafter, make the following findings by
17 majority vote:

18 (A) The legislative body has reconsidered the circumstances of
19 the state of emergency.

20 (B) Any of the following circumstances exist:

21 (i) The state of emergency continues to directly impact the
22 ability of the members to meet safely in person.

23 (ii) State or local officials continue to impose or recommend
24 measures to promote social distancing.

25 (4) For the purposes of this subdivision, “state of emergency”
26 means a state of emergency proclaimed pursuant to Section 8625
27 of the California Emergency Services Act (Article 1 (commencing
28 with Section 8550) of Chapter 7 of Division 1 of Title 2).

29 (f) This section shall remain in effect only until January 1, 2024,
30 and as of that date is repealed.

31 ~~SEC. 2.~~

32 *SEC. 4.* Section 54953 is added to the Government Code, to
33 read:

34 54953. (a) All meetings of the legislative body of a local
35 agency shall be open and public, and all persons shall be permitted
36 to attend any meeting of the legislative body of a local agency,
37 except as otherwise provided in this chapter.

38 (b) (1) Notwithstanding any other provision of law, the
39 legislative body of a local agency may use teleconferencing for
40 the benefit of the public and the legislative body of a local agency

1 in connection with any meeting or proceeding authorized by law.
2 The teleconferenced meeting or proceeding shall comply with all
3 requirements of this chapter and all otherwise applicable provisions
4 of law relating to a specific type of meeting or proceeding.

5 (2) Teleconferencing, as authorized by this section, may be used
6 for all purposes in connection with any meeting within the subject
7 matter jurisdiction of the legislative body. All votes taken during
8 a teleconferenced meeting shall be by rollcall.

9 (3) If the legislative body of a local agency elects to use
10 teleconferencing, it shall post agendas at all teleconference
11 locations and conduct teleconference meetings in a manner that
12 protects the statutory and constitutional rights of the parties or the
13 public appearing before the legislative body of a local agency.
14 Each teleconference location shall be identified in the notice and
15 agenda of the meeting or proceeding, and each teleconference
16 location shall be accessible to the public. During the teleconference,
17 at least a quorum of the members of the legislative body shall
18 participate from locations within the boundaries of the territory
19 over which the local agency exercises jurisdiction, except as
20 provided in subdivision (d). The agenda shall provide an
21 opportunity for members of the public to address the legislative
22 body directly pursuant to Section 54954.3 at each teleconference
23 location.

24 (4) For the purposes of this section, “teleconference” means a
25 meeting of a legislative body, the members of which are in different
26 locations, connected by electronic means, through either audio or
27 video, or both. Nothing in this section shall prohibit a local agency
28 from providing the public with additional teleconference locations

29 (c) (1) No legislative body shall take action by secret ballot,
30 whether preliminary or final.

31 (2) The legislative body of a local agency shall publicly report
32 any action taken and the vote or abstention on that action of each
33 member present for the action.

34 (3) Prior to taking final action, the legislative body shall orally
35 report a summary of a recommendation for a final action on the
36 salaries, salary schedules, or compensation paid in the form of
37 fringe benefits of a local agency executive, as defined in
38 subdivision (d) of Section 3511.1, during the open meeting in
39 which the final action is to be taken. This paragraph shall not affect
40 the public’s right under the California Public Records Act (Chapter

1 3.5 (commencing with Section 6250) of Division 7 of Title 1) to
2 inspect or copy records created or received in the process of
3 developing the recommendation.

4 (d) (1) Notwithstanding the provisions relating to a quorum in
5 paragraph (3) of subdivision (b), if a health authority conducts a
6 teleconference meeting, members who are outside the jurisdiction
7 of the authority may be counted toward the establishment of a
8 quorum when participating in the teleconference if at least 50
9 percent of the number of members that would establish a quorum
10 are present within the boundaries of the territory over which the
11 authority exercises jurisdiction, and the health authority provides
12 a teleconference number, and associated access codes, if any, that
13 allows any person to call in to participate in the meeting and the
14 number and access codes are identified in the notice and agenda
15 of the meeting.

16 (2) Nothing in this subdivision shall be construed as
17 discouraging health authority members from regularly meeting at
18 a common physical site within the jurisdiction of the authority or
19 from using teleconference locations within or near the jurisdiction
20 of the authority. A teleconference meeting for which a quorum is
21 established pursuant to this subdivision shall be subject to all other
22 requirements of this section.

23 (3) For purposes of this subdivision, a health authority means
24 any entity created pursuant to Sections 14018.7, 14087.31,
25 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare
26 and Institutions Code, any joint powers authority created pursuant
27 to Article 1 (commencing with Section 6500) of Chapter 5 of
28 Division 7 for the purpose of contracting pursuant to Section
29 14087.3 of the Welfare and Institutions Code, and any advisory
30 committee to a county-sponsored health plan licensed pursuant to
31 Chapter 2.2 (commencing with Section 1340) of Division 2 of the
32 Health and Safety Code if the advisory committee has 12 or more
33 members.

34 (e) This section shall become operative January 1, 2024.

35 ~~SEC. 2.1.~~

36 *SEC. 4.1.* Section 54953 is added to the Government Code, to
37 read:

38 54953. (a) All meetings of the legislative body of a local
39 agency shall be open and public, and all persons shall be permitted
40 to attend any meeting of the legislative body of a local agency, in

1 person except as otherwise provided in this chapter. Local agencies
2 shall conduct meetings subject to this chapter consistent with
3 applicable state and federal civil rights laws, including, but not
4 limited to, ~~the any applicable~~ language access and other
5 nondiscrimination obligations of Section 11135 and Subchapter
6 V (commencing with Section 2000d) of Chapter 21 of Title 42 of
7 the United States Code. *obligations.*

8 (b) (1) Notwithstanding any other provision of law, the
9 legislative body of a local agency may use teleconferencing for
10 the benefit of the public and the legislative body of a local agency
11 in connection with any meeting or proceeding authorized by law.
12 The teleconferenced meeting or proceeding shall comply with all
13 requirements of this chapter and all otherwise applicable provisions
14 of law relating to a specific type of meeting or proceeding.

15 (2) Teleconferencing, as authorized by this section, may be used
16 for all purposes in connection with any meeting within the subject
17 matter jurisdiction of the legislative body. All votes taken during
18 a teleconferenced meeting shall be by rollcall.

19 (3) If the legislative body of a local agency elects to use
20 teleconferencing, it shall post agendas at all teleconference
21 locations and conduct teleconference meetings in a manner that
22 protects the statutory and constitutional rights of the parties or the
23 public appearing before the legislative body of a local agency.
24 Each teleconference location shall be identified in the notice and
25 agenda of the meeting or proceeding, and each teleconference
26 location shall be accessible to the public. During the teleconference,
27 at least a quorum of the members of the legislative body shall
28 participate from locations within the boundaries of the territory
29 over which the local agency exercises jurisdiction, except as
30 provided in subdivision (d). The agenda shall provide an
31 opportunity for members of the public to address the legislative
32 body directly pursuant to Section 54954.3 at each teleconference
33 location.

34 (4) For the purposes of this section, “teleconference” means a
35 meeting of a legislative body, the members of which are in different
36 locations, connected by electronic means, through either audio or
37 video, or both. Nothing in this section shall prohibit a local agency
38 from providing the public with additional teleconference locations.

39 (c) (1) No legislative body shall take action by secret ballot,
40 whether preliminary or final.

1 (2) The legislative body of a local agency shall publicly report
2 any action taken and the vote or abstention on that action of each
3 member present for the action.

4 (3) Prior to taking final action, the legislative body shall orally
5 report a summary of a recommendation for a final action on the
6 salaries, salary schedules, or compensation paid in the form of
7 fringe benefits of a local agency executive, as defined in
8 subdivision (d) of Section 3511.1, during the open meeting in
9 which the final action is to be taken. This paragraph shall not affect
10 the public's right under the California Public Records Act (Chapter
11 3.5 (commencing with Section 6250) of Division 7 of Title 1) to
12 inspect or copy records created or received in the process of
13 developing the recommendation.

14 (d) (1) Notwithstanding the provisions relating to a quorum in
15 paragraph (3) of subdivision (b), if a health authority conducts a
16 teleconference meeting, members who are outside the jurisdiction
17 of the authority may be counted toward the establishment of a
18 quorum when participating in the teleconference if at least 50
19 percent of the number of members that would establish a quorum
20 are present within the boundaries of the territory over which the
21 authority exercises jurisdiction, and the health authority provides
22 a teleconference number, and associated access codes, if any, that
23 allows any person to call in to participate in the meeting and the
24 number and access codes are identified in the notice and agenda
25 of the meeting.

26 (2) Nothing in this subdivision shall be construed as
27 discouraging health authority members from regularly meeting at
28 a common physical site within the jurisdiction of the authority or
29 from using teleconference locations within or near the jurisdiction
30 of the authority. A teleconference meeting for which a quorum is
31 established pursuant to this subdivision shall be subject to all other
32 requirements of this section.

33 (3) For purposes of this subdivision, a health authority means
34 any entity created pursuant to Sections 14018.7, 14087.31,
35 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare
36 and Institutions Code, any joint powers authority created pursuant
37 to Article 1 (commencing with Section 6500) of Chapter 5 of
38 Division 7 for the purpose of contracting pursuant to Section
39 14087.3 of the Welfare and Institutions Code, and any advisory
40 committee to a county-sponsored health plan licensed pursuant to

Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) This section shall become operative January 1, 2024.

~~SEC. 3.~~

~~SEC. 5.~~ Sections ~~1.1~~ 3.1 and ~~2.1~~ 4.1 of this bill incorporate amendments to Section 54953 of the Government Code proposed by both this bill and Assembly Bill 339. Those sections of this bill shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2022, but this bill becomes operative first, (2) each bill amends Section 54953 of the Government Code, and (3) this bill is enacted after Assembly Bill 339, in which case Section 54953 of the Government Code, as amended by Sections ~~1~~ 3 and ~~2~~ 4 of this bill, shall remain operative only until the operative date of Assembly Bill 339, at which time Sections ~~1.1~~ 3.1 and ~~2.1~~ 4.1 of this bill shall become operative.

~~SEC. 4.~~

~~SEC. 6.~~ It is the intent of the Legislature in enacting this act to improve and enhance public access to *state and* local agency meetings during the COVID-19 pandemic and future applicable emergencies, by allowing broader access through teleconferencing options consistent with the Governor's Executive Order No. N-29-20 dated March 17, 2020, permitting expanded use of teleconferencing during the COVID-19 pandemic.

~~SEC. 5.~~

~~SEC. 7.~~ The Legislature finds and declares that Sections ~~1~~ 3 and ~~2~~ 4 of this act, which amend, repeal, and add Section 54953 of the Government Code, further, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

This act is necessary to ensure minimum standards for public participation and notice requirements allowing for greater public participation in teleconference meetings during applicable emergencies.

1 SEC. 8. (a) *The Legislature finds and declares that during the*
2 *COVID-19 public health emergency, certain requirements of the*
3 *Bagley-Keene Open Meeting Act (Article 9 (commencing with*
4 *Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2 of*
5 *the Government Code) were suspended by Executive Order*
6 *N-29-20. Audio and video teleconference were widely used to*
7 *conduct public meetings in lieu of physical location meetings, and*
8 *public meetings conducted by teleconference during the COVID-19*
9 *public health emergency have been productive, have increased*
10 *public participation by all members of the public regardless of*
11 *their location in the state and ability to travel to physical meeting*
12 *locations, have protected the health and safety of civil servants*
13 *and the public, and have reduced travel costs incurred by members*
14 *of state bodies and reduced work hours spent traveling to and from*
15 *meetings.*

16 (b) *The Legislature finds and declares that Section 1 of this act,*
17 *which adds and repeals Section 89305.6 of the Education Code,*
18 *Section 2 of this act, which adds and repeals Section 11133 of the*
19 *Government Code, and Sections 3 and 4 of this act, which amend,*
20 *repeal, and add Section 54953 of the Government Code, all*
21 *increase and potentially limit the public's right of access to the*
22 *meetings of public bodies or the writings of public officials and*
23 *agencies within the meaning of Section 3 of Article I of the*
24 *California Constitution. Pursuant to that constitutional provision,*
25 *the Legislature makes the following findings to demonstrate the*
26 *interest protected by this limitation and the need for protecting*
27 *that interest:*

28 (1) *By removing the requirement that public meetings be*
29 *conducted at a primary physical location with a quorum of*
30 *members present, this act protects the health and safety of civil*
31 *servants and the public and does not preference the experience of*
32 *members of the public who might be able to attend a meeting in a*
33 *physical location over members of the public who cannot travel*
34 *or attend that meeting in a physical location.*

35 (2) *By removing the requirement for agendas to be placed at*
36 *the location of each public official participating in a public meeting*
37 *remotely, including from the member's private home or hotel room,*
38 *this act protects the personal, private information of public officials*
39 *and their families while preserving the public's right to access*
40 *information concerning the conduct of the people's business.*

1 ~~SEC. 6.~~

2 ~~SEC. 9.~~ This act is an urgency statute necessary for the
3 immediate preservation of the public peace, health, or safety within
4 the meaning of Article IV of the California Constitution and shall
5 go into immediate effect. The facts constituting the necessity are:
6 In order to ensure that *state and* local agencies can continue
7 holding public meetings while providing essential services like
8 water, power, and fire protection to their constituents during public
9 health, wildfire, or other states of emergencies, it is necessary that
10 this act take effect immediately.

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City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 14, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan Grogan, City Manager

PREPARED BY: Matthew Lee, Director

SUBJECT: Adopt Resolution Authorizing the City Manager to Execute a Memorandum of Understanding with San Mateo County Transportation Authority, Peninsula Corridor Joint Powers Board, and City of South San Francisco for the Preliminary Engineering/Environmental Review Phase of the South Linden Avenue and Scott Street Grade Separation Project, with Commitment of Local Match of up to \$163,350

BACKGROUND: The City of San Bruno has been considering a grade separation at the Scott Street railroad crossing as far back as 2005 as part of the San Bruno Avenue Grade Separation Project. The Scott Street grade separation was removed from the San Bruno Avenue project, and in 2013 the City of San Bruno partnered with the City of South San Francisco and applied for funding from the San Mateo County Transportation Authority (TA) for a Planning Study for a joint project to grade separate the railroad crossings at Scott Street in San Bruno and South Linden Avenue in South San Francisco. Due to the proximity of the two at-grade crossings, any proposed grade separation to eliminate the crossings must be designed and built in tandem. Currently, both South Linden Avenue and Scott Street are the only remaining at-grade crossings in their respective cities and represent an important opportunity to increase safety, spur redevelopment and accommodate economic opportunity in the area.

In November 2013, the TA programmed and allocated \$650,000 in Measure A Grade Separation Program Funds for the Project Study phase with the City of South San Francisco contributing \$150,000 in local funds and the City of San Bruno contributing \$60,000 in local funds for the preparation of a traffic study focused on Scott Street. A Memorandum of Understanding (MOU) was signed by the two Cities, the TA, and the Peninsula Corridor Joint Powers Board (JPB) in April 2016 for the Project Study phase. The Project Development Team was formed in January 2018 and the Planning Study commenced. Updates to and/or requests for direction from San Bruno City Council occurred in October 2018, November 2019, August 2020, and November 2020.

Both agencies ultimately selected Alternative 1, which involved raising the railroad tracks and lowering South Linden Avenue while closing Scott Street to vehicular traffic and constructing a pedestrian/bicycle undercrossing of the elevated railroad tracks at Scott Street. A full grade separation was not selected at Scott Street due to the property impacts that creating such a separation would have on the residences in the vicinity of the

crossing. Keeping the crossing at-grade was also not selected due to the safety and traffic concerns associated with the future anticipated increase in train traffic. Alternative 1 has the lowest cost, shortest construction duration and fewest property impacts of the four alternatives that were considered. The total project cost for Alternative 1 was estimated at \$280 to \$340 million dollars for both crossings.

The Planning Study project study report was completed in April 2021. With the Planning Study phase completed, the project is ready to proceed with the next phase, which is Preliminary Engineering/Environmental Review (PE/ER). The phase is estimated to cost approximately \$5.5 million. A funding request was made by the Cities to the TA in March 2022 to fund the PE/ER phase.

DISCUSSION: On March 3, 2022, the Cities of San Bruno and South San Francisco formally requested from the TA Board of Directors grant funding for the PE/ER phase, which is estimated to cost approximately \$5.5 million. As of December 2021, the TA had available in their Fiscal Year 2022 and prior year adopted budgets from the Measure A Grade Separation Program approximately \$18,9530,000 in available funding. The TA prioritizes pipeline projects for funding on a first-come first-served basis depending on readiness to proceed with the next project phases. The TA granted the Cities' request and allocated \$4.95 million toward the project. The TA requires a 10% (or \$550,000) local match to be provided. The local match was proposed to be split between the Cities by pro-rata share of anticipated construction costs by crossing location (70.3% for the City of South San Francisco and 29.7% for the City of San Bruno of the required 10% total). A summary of the grant allocation and local share amounts is shown below.

<u>Funding Source</u>	<u>Amount</u>
TA Grant Allocation	\$4,950,000
South San Francisco Local Match	\$386,650
San Bruno Local Match	\$163,350
Total	\$5,500,000

The Cities are project sponsors and the JPB is the lead agency. As the lead agency, the JPB will be procuring with input from the Cities the specialized professional services related to railroad design for the PE/ER phase and administering the agreement with the consultant providing services. As such, the grant will be programmed and allocated to the JPB and the \$4.95 million in grant funding will not be programmed in the San Bruno CIP budget. A MOU will need to be signed by the Cities, TA and JPB outlining the grant funding allocation, commitments of local match by the Cities, and roles and responsibilities of each party. The PE/ER phase is estimated to be completed in October 2024.

The South Linden Avenue and Scott Street Grade Separation project was included in the California Public Utilities Commission grade separation priority list for Fiscal Year 2022-23 and 2023-24. This allows for the project to be eligible to request funding from the California Transportation Commission. The MOU parties will also continue to seek other potential grant opportunities to help fund subsequent phases of the project.

FISCAL IMPACT: Adequate funding is available in the project budget to execute the MOU with the City of South San Francisco, TA and JPB for the PE/ER phase. The City's share under the MOU is \$163,350. The total approved San Bruno project budget is approximately \$225,000 for the PE/ER phase. The remaining budget will be utilized for staff project management and review.

ENVIRONMENTAL IMPACT: The action is not a project subject to CEQA. The next phase of the Scott Street Grade Separation Project is the Preliminary Engineering/Environmental Review phase, which will prepare environmental documents.

RECOMMENDATION: Adopt resolution authorizing the City Manager to execute a Memorandum of Understanding with the San Mateo County Transportation Authority, the Peninsula Corridor Joint Powers Board, and the City of South San Francisco for the Preliminary Engineering/Environmental Review phase of the South Linden Avenue and Scott Street Grade Separation Project, with commitment of local match of up to \$163,350.

ALTERNATIVES: 1. Do not sign the MOU with the City of South San Francisco, TA and JPB and forgo \$4.95 million in grant funding from the TA to proceed with the next phase of the project.

ATTACHMENTS: 1. Resolution
2. Project Location Map
3. FY 2021-22 Capital Budget project sheet

RESOLUTION NO. 2022 - ____

ADOPT RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH SAN MATEO COUNTY TRANSPORTATION AUTHORITY, PENINSULA CORRIDOR JOINT POWERS BOARD, AND CITY OF SOUTH SAN FRANCISCO FOR THE PRELIMINARY ENGINEERING/ENVIRONMENTAL REVIEW PHASE OF THE SOUTH LINDEN AVENUE AND SCOTT STREET GRADE SEPARATION PROJECT, WITH COMMITMENT OF LOCAL MATCH OF UP TO \$163,350

WHEREAS, the City has been considering a grade separation at the Scott Street railroad crossing as far back as 2005; and

WHEREAS, in 2013, the City partnered with the City of South San Francisco and applied for funding from the San Mateo County Transportation Authority (TA) for a Planning Study for a joint project to grade separate the railroad crossings at Scott Street in San Bruno and South Linden Avenue in South San Francisco; and

WHEREAS, due to the proximity of the two at-grade crossings, any proposed grade separation to eliminate the crossings must be designed and built in tandem; and

WHEREAS, in November 2013, the TA programmed and allocated \$650,000 in Measure A Grade Separation Program Funds for the Project Study phase with the City of South San Francisco contributing \$150,000 of local funds and the City of San Bruno contributing \$60,000 in local funds for the preparation of a traffic study focused on Scott Street; and

WHEREAS, updates to and/or requests for direction from San Bruno City Council occurred in October 2018, November 2019, August 2020, and November 2020; and

WHEREAS, both agencies selected Alternative 1, which involved raising the railroad tracks and lowering South Linden Avenue while closing Scott Street to vehicular traffic and constructing a pedestrian/bicycle undercrossing of the elevated railroad tracks at Scott Street; and

WHEREAS, the Planning Study project study report was completed in April 2021; and

WHEREAS, the project is ready to proceed with the next phase, which is Preliminary Engineering/Environmental Review (PE/ER), which is estimated to cost \$5.5 million; and

WHEREAS, on March 3, 2022, the Cities of San Bruno and South San Francisco formally requested and were awarded grant funding in the amount of \$4.95 million from the TA Board of Directors; and

WHEREAS, the TA requires a 10% local match contribution (or \$550,000), of which the Cities propose to split by pro-rata share of anticipated construction costs by crossing location (70.3% for the City of South San Francisco and 29.7% for the City of San Bruno); and

WHEREAS, adequate funds are available in the City of San Bruno's CIP project budget for Scott Street Grade Separation to contribute toward the City's share of the local match, which is \$163,350; and

WHEREAS, a Memorandum of Understanding will need to be signed by the Cities of San Bruno and South San Francisco, San Mateo County Transportation Authority and Peninsula Corridor Joint Powers Board outlining the grant funding allocation, commitments of local match by the Cities, and roles and responsibilities of each party.

NOW, THEREFORE, BE IT RESOLVED the City of San Bruno City Council hereby authorizes the City Manager to execute a Memorandum of Understanding with San Mateo County Transportation Authority, Peninsula Corridor Joint Powers Board, and City of South San Francisco for the Preliminary Engineering/Environmental Review phase of the South Linden Avenue and Scott Street Grade Separation Project, with commitment of local match of up to \$163,350.

Dated: June 14, 2022

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I, Vicky Hasha, Deputy City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 14th day of June 2022 by the following vote:

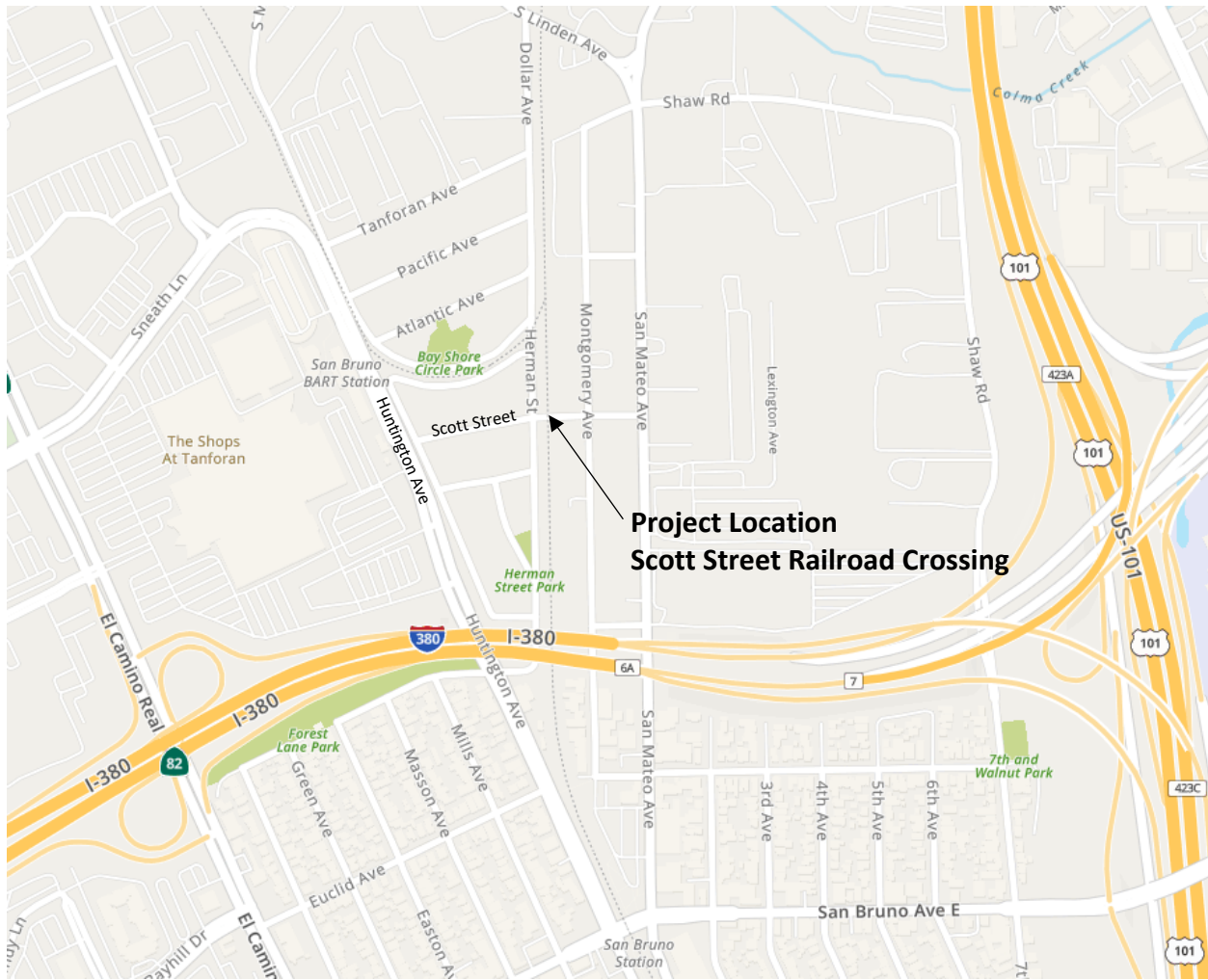
AYES: Councilmembers: _____

NOES: Councilmembers _____

ABSENT: Councilmembers: _____

Vicky Hasha
Deputy City Clerk

ATTACHMENT 2 – PROJECT LOCATION MAP



Streets Capital

Grade Separation

Scott Street Grade Separation

PROJECT #: 82103

Total Project Budget: \$ 370,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			Total				
		Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Measure A	\$ 120,000	\$ 74,731	\$ 250,000	\$ 324,731	\$ -	\$ -	\$ -	\$ -	\$ 324,731
PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Feasibility Study	\$ 120,000	\$ 74,731	\$ 25,000	\$ 99,731	\$ -	\$ -	\$ -	\$ -	\$ 99,731
Environmental Phase	-		225,000	225,000	-	-	-	-	225,000
Total	\$ 120,000	\$ 74,731	\$ 250,000	\$ 324,731	\$ -	\$ -	\$ -	\$ -	\$ 324,731

Project Description: To address the grade separation at Scott Street and South Linden Avenue, the San Mateo County Transportation Authority (TA) contracted with the engineering firm BKF to conduct a Grade Separation Footprint Study to examine six alternatives for separation and track configuration variations. Due to the close proximity, the Scott Street and South Linden Avenue at-grade rail crossings cannot be eliminated without affecting the others.

The Transportation Authority awarded \$650,000 in Measure A funds to this project, with \$250,000 allocated to the South Linden Avenue crossing and \$400,000 allocated to the Scott Street crossing. The funds will be utilized for preliminary planning and alternatives for Scott Street while the South Linden study will be updated with current data and right-of-way revisions that can accommodate High Speed Rail. The Transportation Authority is the project coordinator with San Bruno providing project support.

The budget funding will be used to complete the environmental phase. The design and construction costs are included in the unfunded priorities section.



Project Details

Initial Funding Year	FY2018-19
Target Completion Year	TBD
Expended as of June 30, 2020	\$ 45,269



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 14, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan D. Grogan, City Manager

PREPARED BY: Matthew Lee, Director

SUBJECT: Adopt Resolution Adopting a List of Projects for Fiscal Year 2022-23
Funded by SB1: The Road Repair and Accountability Act of 2017

BACKGROUND: The City's Capital Improvement Program (CIP) includes the Pavement Management Program (PMP) to repair and apply preventative maintenance treatment to local, collector, and arterial streets. The PMP provides an ongoing condition assessment of City streets and recommends the streets to be selected for rehabilitation to cost effectively maximize pavement longevity. Street condition is measured in terms of pavement condition index (PCI), a numerical index between 0 and 100 in which 0 represents a failed street and 100 represents a newly paved street. The City maintains approximately 89 miles of streets and the City has a current average Citywide PCI of 63. Effective pavement management consists of applying preventative maintenance on streets in good condition to reduce the rate of degradation, the rehabilitation of streets that are not structurally failed but beyond application of preventative maintenance and the reconstruction of streets that are structurally deficient and failed.

The San Bruno Street Repair/Local City Services Measure, Measure G, was passed by City of San Bruno voters in 2019 and is currently being utilized to fund both the upcoming 2021-22 Slurry Seal Preventative Maintenance Project and the 2022-23 Street Rehabilitation Project. The Slurry Seal Project was under design and originally was scheduled for council award by the end of July 2022 and the Street Rehabilitation Project was scheduled to begin design immediately after July 2022. However, the departure of multiple engineers this past month within the Engineering Section has resulted in a delay to the original anticipated schedule for paving related work. The Engineering Section which consists of 7 engineers overseen by a deputy director has an overall engineer vacancy rate of 71% as only two of those engineer positions are currently filled. The Section has been recruiting for these vacant engineer positions but is having difficulty attracting and retaining qualified engineers. Remaining engineering staff are in the process of soliciting consultants to provide support on these critical paving projects and work is anticipated to resume as soon as practicable.

Senate Bill 1 (SB 1), also referred to as the Road Repair and Accountability Act of 2017, increased the per gallon fuel excise taxes and vehicle registration fees to fund road maintenance and rehabilitation projects on local streets and roads systems. For the upcoming FY 2022-23, the City is projected to receive an estimated \$995,000 of SB1 funding. In order to receive this funding, the City is required to submit to the California

Transportation Commission (CTC) a list of projects proposed to be funded with the SB1 funds and adopt those projects by resolution at a regular public meeting by July 1, 2022. Since the passage of SB1, City Council has historically recommended that this new funding source be utilized to fund the reconstruction on some of the City's worst streets to reduce the deferred maintenance backlog. Best practices are typically not to repair worst condition first because these streets are the most expensive to repair but the SB 1 funding allowed for an opportunity to allocate and address these streets. Selection of the street segments to receive repair was made by prioritizing the street rehabilitations at locations that would provide the most benefit to City residents but due to the limited funding provided by SB1 and higher typical unit costs to repair failed streets only a few streets from the failed list can be selected each year.

The result of this was that projects were budgeted for the worst case scenario assuming that the streets identified as failed in the pavement management program were also structurally inadequate. This resulted in fewer streets on the failed list being selected for pavement treatment each given year. Rather than continuing to select only a few streets each year and deferring work on the remainder of the failed streets, staff is recommending altering the approach and utilizing the SB1 funding for this upcoming fiscal year to be used entirely for the pavement evaluation of all streets that have both failed (PCI <25) and are anticipated to fail shortly (PCI between 25 and 40) should no work be done. This consists of collecting core samples, performing deflection testing, and being provided high level designs for approximately 76 street segments. Performing this pavement evaluation will allow the City to determine with certainty which streets are actually structurally failed versus those that are in fact structurally sound but were considered to have failed based on visual condition assessment. Upon completion of a detailed pavement evaluation, future failed streets paving projects can be more accurately budgeted and the City can begin to more quickly address and repave with a more cost effective treatment those streets on the failed and near failed list.

DISCUSSION: Similar to other Bay Area cities, the City utilizes the Streetsaver program developed by the Metropolitan Transportation Commission (MTC) to serve as a database for tracking the condition of streets throughout the City and to recommend streets to be selected for pavement treatment. Every two years and with financial assistance from MTC's Pavement Technical Assistance Program grant applied for by the Engineering Section, the PCI for every street within the City is updated via a visual assessment based on the extent of observable surface defects on the roadway. While PCI is a valuable tool for high level planning purposes and for providing a simple snapshot of the of the overall condition of the streets within the City, having a low PCI does not necessarily mean that the roadway is structurally inadequate.

The roadway network within the City is comprised almost entirely of flexible pavement. Flexible pavements are a type of pavement structure that deflects or flexes under loading and are typically composed of several layers of material each of which receives the loads from the above layers to spread out the force and pass them onto the layers below. The typical flexible pavement structure consists of a surface course that is in contact with traffic loads and provides characteristics such as friction and smoothness. This is the asphalt concrete layer and is the black or gray surface that motorists see. Immediately underneath

the surface course is the base course that is typically constructed out of aggregate base and which provides additional load distribution. And at the lowest level is the subgrade layer that is typically natural soil compacted to the necessary density to receive the stresses from the layers above. The other type of pavement, which is less common, is rigid pavement made of concrete.

A street that has been deemed structurally inadequate requires reconstruction from the subgrade layer and up. This is the most expensive pavement treatment and has an order of magnitude cost of \$ 20 per square feet. Streets that are structurally adequate and with pavement distresses only within the surface course can be treated relatively economically with a removal and replacement of only the top surface course costing on the order of magnitude of \$10 dollars per square feet. This surface course treatment is commonly referred to as a street resurfacing or rehabilitation. However, merely performing a visual assessment of the roadway is insufficient to determine whether a street is structurally adequate. Determination of structural adequacy requires that pavement deflection testing be performed to determine the amount of structural capacity remaining along with pavement section core samples to determine the condition of the underlying subsurface layers.

Upon completion of a detailed pavement evaluation, the City will be provided with a recommended pavement treatment for each of the street segments on the failed and near-failed list. This will allow the City to more accurately budget and plan for the treatment of all failed streets, some of which could potentially be addressed with a resurfacing or rehabilitation instead of reconstruction. Streets that have failed from a visual standpoint but that are structurally adequate and require only a rehabilitation of the surface course will be prioritized with the next fiscal year's paving project, the 2022-23 Street Rehabilitation Project. And streets that have been confirmed to be structurally inadequate will continue to be planned for reconstruction but will benefit from having the pavement design prepared in advance, which will allow for better construction cost estimation . Performing a pavement evaluation will allow the City to more quickly address streets that have only failed visually and also allow the City to better determine next steps on how to proceed with streets that are actually structurally failed.

FISCAL IMPACT: The City is required to identify the specific streets to be repaired using SB1 funds in FY2022-23 to be eligible to receive the funding. The City is projected to receive an estimated \$995,000 of SB1 funding.

ENVIRONMENTAL IMPACT: The action is not a project subject to CEQA. City Council's action is not considered a "Project" per CEQA Guidelines and therefore no further environmental analysis is required.

RECOMMENDATION: Adopt resolution adopting a list of projects for FY2022-23 funded by SB1: The Road Repair and Accountability Act of 2017.

ALTERNATIVES: Direct staff to continue selecting streets from the prioritization list and fund for full reconstruction. Based on the previously approved prioritization methodology for use of SB1 funds there should be sufficient funds to reconstruct Lomita Avenue (Linden Avenue to City Limits), Tulare Drive (Monterey Drive to Amador Avenue) and Scenic Court.

ATTACHMENTS:

1. Resolution
2. Prioritization List of Failed and Near-Failed Streets

RESOLUTION NO. 2022 - ____

**RESOLUTION ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2022-23 FUNDED
BY SB1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of our City are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City, will receive an estimated \$995,000 in RMRA funding in Fiscal Year 2022-23 from SB 1; and

WHEREAS, this is the sixth year in which the City is receiving SB 1 funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and

WHEREAS, the City used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the evaluation of streets that would provide the highest public benefit; and

WHEREAS, the funding from SB 1 will help the City maintain and rehabilitate 76 roads this year and on similar projects into the future; and

WHEREAS, the 2020 California Statewide Local Streets and Roads Needs Assessment found that the City streets and roads are overall in a "fair" condition and this revenue will contribute towards the maintaining of the roadway network within the City; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will significantly help in reducing the City's deferred maintenance backlog.

NOW, THEREFORE, BE IT HEREBY RESOLVED, ORDERED AND FOUND by City Council of San Bruno, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The following list of proposed projects will be funded in-part or solely with fiscal year 2022-23 Road Maintenance and Rehabilitation Account revenues:

Project Name	Description	Location	Scheduled Start	Scheduled Start	Useful Life
2022-23 Pavement Evaluation Project	This project includes deflection testing and pavement core sampling to provide recommended pavement treatments of failed and near-failed streets	Project streets are located as follows: Scenic Ct, Tulare Dr, Lomita Ave, Hamilton Ave, Toyon Way, Bayshore Cir EB, Alcott Dr, Wentworth Dr, Reid Ave, Linden Ct, Diamond St, Chilton Ln, Palomar Ct, Montgomery Ave, Fleetwood Dr, Essex Ct, Lowell Ave, Keefe Ct, Colby Wy, London Ct, Poplar Ave, Bryant Wy, Oak Ave, Atlantic Ave, Rollingwood Dr, Highland Dr, Muirfield Cir, Huntington Ave, Engvall Rd, Buena Vista Ave, Cherry Ave, Birch Ct, Lexington Wy, Cherry Ave, Coronado Wy, Eucalyptus Wy, Elder Ct, Arbor Ct, Piedmont Ave, Oakmont Dr, Riverside Dr, Highland Dr, Linden Ave, San Bruno Ave Wb, San Bayhill Dr, Sneath Ln WB, Pepper Dr, Whitecliff Wy, Angus Ave West, Olive Ct, Turnberry Dr, Sycamore Ave, Colusa Ct, Glenbrook Ln, Summit Rd, Plumwood Pl, Lake Dr, Charleston Ave, Inyo Ct, Ridgeway Ave, Moreland Dr, De Soto Wy, Kingston Ave, Linden Ave, Riviera Ct, Kent Ct, Eldorado Ct, Scott St, Fleetwood Dr, Greenwood Wy, Peachwood Ct, Exeter Dr, Ysabel Dr, Sneath Ln	July 2022	June 2023	1 YRS

Dated: June 14, 2022

ATTEST:

Vicky Hasha, Deputy City Clerk

-o0o-

I, Vicky Hasha, Deputy City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 14th day of June 2022 by the following vote:

AYES: Councilmembers: _____

NOES: Councilmembers _____

ABSENT: Councilmembers: _____

RANKING	SCORE	STREET	BEGIN	END	PCI	Bus Route	School	Gathering Place	Recreation	MFR Ratio	DENSITY (SF/PROPERTY)
1	4	SCENIC COURT	PARKVIEW DRIVE	END	2	0	0	0	0	0%	662
2	4	TULARE DRIVE	MONTEREY DRIVE	AMADOR AVENUE	37	0	0	0	0	0%	738
3	4	LOMITA AVENUE	LINDEN AVENUE	CITY LIMITS	5	0	0	0	0	0%	792
4	4	HAMILTON AVENUE	TRENTON DRIVE	CRESTMoor DRIVE	8	0	0	0	0	0%	817
5	4	TOYON WAY	ROLLINGWOOD DRIVE	CATALPA WAY	1	0	0	0	0	0%	830
6	4	BAYSHORE CIRCLE EB	HUNTINGTON AVE EAST	HERMAN STREET	14	0	0	0	0	0%	875
7	4	ALCOTT DRIVE	BENNINGTON DRIVE	ROSEWOOD DRIVE	5	0	0	0	0	0%	998
8	4	WENTWORTH DRIVE	N. CITY LIMITS	OLYMPIC DRIVE	10	0	0	0	0	0%	1158
9	3	REID AVENUE	LINDEN AVENUE	ELM AVENUE	19	0	0	0	0	0%	624
10	3	ACACIA AVENUE	CRYSTAL SPRINGS AVENUE	ANGUS AVENUE	27	0	1	0	0	0%	627
11	3	LINDEN COURT	LINDEN AVENUE	CUL-DE-SAC	17	0	0	0	0	0%	670
12	3	DIAMOND STREET	HERMAN STREET	BUENA VISTA AVENUE	30	0	0	0	1	0%	701
13	3	CHILTON LANE	HIGHLAND DRIVE	END	10	0	0	0	0	0%	742
14	3	PALOMAR COURT	DONNER AVENUE	DEAD END	10	0	0	0	0	0%	745
15	3	MONTGOMERY AVENUE	SCOTT STREET	NORTH CITY LIMITS	13	0	0	0	0	0%	808
16	3	FLEETWOOD DRIVE	CATALPA WAY	ROLLINGWOOD DRIVE	38	0	0	0	1	0%	896
17	3	ESSEX COURT	TRENTON DRIVE	END	3	0	0	0	0	0%	955
18	3	LOWELL AVENUE	BENNINGTON DRIVE	ROSEWOOD DRIVE	20	0	0	0	0	0%	984
19	3	KEEFE COURT	ROSEWOOD DRIVE	CUL-DE-SAC	15	0	0	0	0	0%	1019
20	3	COLBY WAY	PACIFIC HEIGHTS BLVD	HIGHLAND DRIVE	38	0	0	0	0	0%	1033
21	3	LONDON COURT	CRESTMoor DRIVE	CUL-DE-SAC	16	0	0	0	0	0%	1097
22	3	POPLAR AVENUE	SANTA LUCIA AVENUE	CRYSTAL SPRINGS AVENUE	37	0	0	1	0	2%	1129
23	3	BRYANT WAY	SKYLINE BLVD	CUL-DE-SAC	17	0	0	0	0	0%	1235
24	3	OAK AVENUE	CRYSTAL SPRINGS AVENUE	PARK AVENUE	36	0	0	0	0	0%	1246
25	3	ATLANTIC AVENUE	SAN MATEO AV	RR TRACKS	15	0	0	0	0	0%	1558
26	3	ROLLINGWOOD DRIVE	SNEATH LANE	FLEETWOOD RIVE	26	1	0	0	0	0%	1781
27	3	HIGHLAND DRIVE	ELSTON DRIVE	PACIFIC HEIGHTS BLVD	14	0	0	0	0	0%	2610
28	3	MUIRFIELD CIRCLE	OAKMONT (N)	OAKMONT (S)	38	0	0	0	0	0%	6200
29	3	HUNTINGTON AVENUE	SNEATH LANE	NOOR AVENUE (N. CITY LIMITS)	20	1	0	0	0	0%	10080
30	3	ENGVAL ROAD	SNEATH LN	END	13	0	0	0	0	0%	13140
31	2	BUENA VISTA AVENUE	EAST HUNTINGTON AVENUE	HERMAN STREET	36	0	0	0	0	13%	639
32	2	CHERRY AVENUE	NILES AVENUE	JENEVEIN AVENUE	31	0	0	0	0	0%	696
33	2	BIRCH COURT	GREENWOOD DRIVE	CUL-DE-SAC	28	0	0	0	0	0%	797
34	2	LEXINGTON WAY	KINGSTON AVENUE	CRESTMoor DRIVE	20	0	0	0	0	0%	831
35	2	CHERRY AVENUE	PARK AVENUE	SAN BRUNO AVENUE	28	1	0	0	0	0%	933
36	2	CORONADO WAY	END	HIGHLAND DRIVE	24	0	0	0	0	0%	959
37	2	EUCALYPTUS WAY	ROLLINGWOOD DRIVE	SEQUOIA AVENUE	19	0	0	0	0	0%	991
38	2	ELDER COURT	EUCALYPTUS WAY	CUL-DE-SAC	23	0	0	0	0	0%	998
39	2	ARBOR COURT	GREENWOOD DRIVE	CUL-DE-SAC	25	0	0	0	0	0%	1001
40	2	PIEDMONT AVENUE	CRESTMoor DRIVE	MADISON AVENUE	23	0	0	0	0	0%	1148
41	2	OAKMONT DRIVE	OLYMPIC DRIVE	N. CITY LIMITS	30	0	0	0	0	0%	1158
42	2	RIVERSIDE DRIVE	SNEATH LANE	MORELAND DRIVE	34	1	0	0	0	0%	1451
43	2	HIGHLAND DRIVE	MOULTON DRIVE	YSABEL DRIVE	22	0	0	0	0	0%	1894
44	2	LINDEN AVENUE	JENEVEIN AVENUE	KAINS AVENUE	30	0	1	0	0	0%	2148

45	2	SAN BRUNO AVENUE WB	100 W/O CRESTMOOR DRIVE	GLENVIEW DRIVE	34	0	0	0	0	0%	7085
46	2	SAN BRUNO AVENUE WB	GLENVIEW DRIVE	SKYLINE BLVD	26	0	0	0	0	0%	10250
47	2	BAYHILL DRIVE	CHERRY AVENUE	END	26	0	0	0	0	0%	10500
48	2	SNEATH LANE WB	HUNTINGTON AVE	EL CAMINO REAL	33	1	0	0	0	0%	21275
49	1	PEPPER DRIVE	CEDAR AVENUE	CEDAR AVENUE	36	0	0	0	0	0%	577
50	1	WHITECLIFF WAY	TRENTON DRIVE	CHARLESTON AVENUE	26	0	0	0	0	0%	674
51	1	ANGUS AVENUE WEST	ELM AVENUE	ACACIA AVENUE	36	0	0	0	0	0%	710
52	1	OLIVE COURT	KAINS AVENUE	CUL-DE-SAC	36	0	0	0	0	0%	716
53	1	TURNBERRY DRIVE	N. CITY LIMITS	ST. CLOUD DRIVE	38	0	0	0	0	0%	733
54	1	SYCAMORE AVENUE	KAINS AVENUE	MAGNOLIA AVENUE	38	0	0	0	0	0%	746
55	1	COLUSA COURT	SNEATH LANE	CUL-DE-SAC	36	0	0	0	0	0%	760
56	1	GLENBROOK LANE	ROSEWOOD DRIVE	CUL-DE-SAC	38	0	0	0	0	0%	795
57	1	SUMMIT ROAD	SUSAN DRIVE	ELSTON DRIVE	34	0	0	0	0	0%	800
58	1	PLUMWOOD PLACE	CHESTNUT AVENUE	END	33	0	0	0	0	0%	805
59	1	LAKE DRIVE	END	AMADOR AVENUE	34	0	0	0	0	0%	819
60	1	CHARLESTON AVENUE	TRENTON DRIVE	CRESTMOOR DRIVE	28	0	0	0	0	0%	834
61	1	INYO COURT	SNEATH LANE	CUL-DE-SAC	26	0	0	0	0	0%	851
62	1	RIDGEWAY AVENUE	CRESTMOOR DRIVE	SKYLINE BLVD	33	0	0	0	0	0%	861
63	1	MORELAND DRIVE	CITY LIMITS	RIVERSIDE DRIVE	36	0	0	0	0	0%	904
64	1	DE SOTO WAY	BAYVIEW AVENUE	SANTA LUCIA AVENUE	32	0	0	0	0	0%	913
65	1	KINGSTON AVENUE	TRENTON DRIVE	CRESTMOOR DRIVE	34	0	0	0	0	0%	919
66	1	LINDEN AVENUE	KAINS AVENUE	ELM AVENUE	24	0	0	0	0	0%	991
67	1	RIVIERA COURT	END	OAKMONT DRIVE	32	0	0	0	0	0%	997
68	1	KENT COURT	CRESTMOOR DRIVE	CUL-DE-SAC	32	0	0	0	0	0%	1027
69	1	ELDORADO COURT	CRESTMOOR DRIVE	CUL-DE-SAC	31	0	0	0	0	0%	1076
70	1	SCOTT STREET	SAN MATEO AVENUE	HERMAN STREET	36	0	0	0	0	0%	1272
71	1	FLEETWOOD DRIVE	ROLLINGWOOD DRIVE	BERKSHIRE DRIVE	29	0	0	0	0	0%	1273
72	1	GREENWOOD WAY	ROLLINGWOOD DRIVE	COTTONWOOD DRIVE	36	0	0	0	0	0%	1392
73	1	PEACHWOOD COURT	CHESTNUT AVENUE	CUL-DE-SAC	36	0	0	0	0	0%	1445
74	1	EXETER DRIVE	SUNSET DRIVE	YSABEL DRIVE	36	0	0	0	0	0%	2140
75	1	YSABEL DRIVE	HIGHLAND DRIVE	END	38	0	0	0	0	0%	2310
76	1	SNEATH LANE	SKYLINE BLVD	MONTEREY DRIVE	38	0	0	0	0	0%	3312



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 14, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan D. Grogan, City Manager

PREPARED BY: Vicky Hasha, Deputy City Clerk

SUBJECT: Adopt Resolution to Provide for the Conduct of a November 8, 2022, General Municipal Election for Officers: **1)** Calling and Giving Notice of Holding a General Municipal Election to be held on Tuesday, November 8, 2022, for the Election of Certain Officers as Required by the Provisions of Laws of the State of California Relating to General Law Cities; **2)** Requesting Election Consolidation with the Statewide General Election to be held on Tuesday, November 8, 2022; **3)** Contracting with the San Mateo County Chief Elections Officer and Assessor-County Clerk-Recorder for Elections Services; and **4)** Providing for Notice of Election

BACKGROUND: A general municipal election shall be held on Tuesday, November 8, 2022, to fill three (3) elected offices in accordance with San Bruno Municipal Code Section 2.32.010. This is the first election that Councilmembers will be elected on a by-district basis, excluding the office of Mayor which remains a city-wide elected position.

Offices to be filled are: one City Councilmember representing District 1 for a 4-year term; one City Councilmember representing District 4 for a 4-year term; and one Mayor with at-large representation for a 2-year term.

Upon approval of the required resolution, the City Clerk will publish a "Notice of Election" containing the time of the election and offices to be filled.

DISCUSSION:

In accordance with San Bruno Municipal Code Section 2.32.010, the City shall hold a general municipal election on November 8, 2022, to fill offices. The process is started with the adoption of a resolution citing the facts necessary for the conduct the election as required by California Elections Code.

Pursuant to Elections Code Section 10403, the City of San Bruno is requesting that the City's general municipal election be consolidated with the statewide general election.

Pursuant to Election Code Section 10002, the City of San Bruno is requesting that the Board of Supervisors of San Mateo County provide election services by having the County Clerk conduct the election. The City will execute an election services agreement to reimburse the County of San Mateo for services performed. The attached resolution goes into further detail of the required City Council action and includes specific language required by the County of San Mateo.

Pursuant to Election Code Section 13307, the City Council must adopt regulations pertaining to materials, including a manner of electronic distribution, prepared by any candidate for a municipal election, including costs of a candidate's statement to be printed in the Voter Pamphlet. Federal law requires the County to print a candidate's statement in English, Spanish and Chinese; the County then passes the cost of printing onto the City.

- Candidate statements are submitted with the nomination papers. If the candidate desires their statement to be published in the Sample Ballot, the San Bruno Master Fee Schedule requires that the candidate pay \$700.00, which includes all legally required languages of English, Spanish and Chinese. This fee is an estimate. The actual cost will be determined by the County Elections Office based on the number of candidates per office. The City will be either refund or charge candidates with the difference after the City receives the final election invoice from the County.

Pursuant to Elections Code Section 12101 the City elections official shall publish a Notice of Election along with other statutory notices needed to inform the public of the election process.

FISCAL IMPACT: A total of \$150,000 has been requested to be budgeted in the FY2022-23 General Fund Budget based on an estimate provided by the County Elections Office. The exact cost cannot be determined until the County calculates how many candidates and measures will be in the Voter Pamphlets.

ENVIRONMENTAL IMPACT: There is no environmental impact. The action is not a project subject to CEQA. City Council's action is not considered a "Project" per CEQA Guidelines and therefore no further environmental analysis is required.

RECOMMENDATION: Adopt a Resolution:

- 1) Calling and Giving Notice of Holding a General Municipal Election to be held on Tuesday, November 8, 2022, for the Election of Certain Officers as Required by the Provisions of Laws of the State of California Relating to General Law Cities;
- 2) Requesting Election Consolidation with the Statewide General Election to be held on Tuesday, November 8, 2022;
- 3) Contracting with the San Mateo County Chief Elections Officer and Assessor-County Clerk-Recorder for Elections Services; and
- 4) Providing for Notice of Election.

ALTERNATIVES: Return to staff to identify election alternatives.

ATTACHMENTS: 1. Resolution

RESOLUTION NO. 2022 - ____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO CALLING AND GIVING NOTICE OF HOLDING A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 8, 2022 FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES; REQUESTING ELECTION CONSOLIDATION WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON NOVEMBER 8, 2022; CONTRACTING WITH THE SAN MATEO COUNTY CHIEF ELECTIONS OFFICER AND ASSESSOR-COUNTY CLERK- RECORDER FOR ELECTIONS SERVICES; AND PROVIDING NOTICE OF ELECTION

WHEREAS, the City Council of the City of San Bruno is calling a General Municipal Election to be held on Tuesday, November 8, 2022, for the purpose of electing (1) one City Council Member from District 1 for a full four-year term; (1) one City Council Member from District 4 for a full four-year term, and (1) one Mayor for a full two-year term; and

WHEREAS, the General Municipal Election is to be consolidated with the Statewide General Election to be held on the same date and that the City polling places and the election of officers be the same, and that the San Mateo County Chief Elections Officer and Assessor-County Clerk-Recorder canvass the returns of the General Municipal Election and that the election be held in all respects as if there were only one election.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN BRUNO DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

1. The City of San Bruno hereby calls and gives notice of a General Municipal Election to elect one (1) Member of the City Council representing District 1 for a term of (4) four years; one (1) Member of the City Council representing District 4 for a term of (4) four years; and one (1) Mayor for a term of (2) two years.
2. Pursuant to California Elections Code Section 10403 and 10418, the City Council of San Bruno is hereby consenting and agreeing to the consolidation of a General Municipal Election with the Statewide General Election to be held on November 8, 2022.
3. Nomination papers may be procured from the City Clerk no earlier than open business hours on July 18, 2022, and shall be filed with the City Clerk no later than 5:00 p.m. on August 12, 2022. That the election precincts, polling places, voting booths and election officials in each of the precincts in which this election shall be held shall be the same as provided for the Statewide General Election on said date, as prescribed by the ordinance, order, resolution or notice of the Board of Supervisors of San Mateo County calling, providing for or giving notice of such other election and which sets forth such precincts, voting booths, polling places and election officials.
4. Pursuant to California Elections Code 10002, the City Council further requests that the County Board of Supervisors permit County election official(s) be authorized to render services to the City relating to the conduct of said election. The services shall be of the administrative type normally performed by such County election official(s) in conducting elections including, but not limited to, checking registrations; printing and mailing sample ballots; ballots; candidates' statements; hiring election officers and arranging for polling places; providing and distribution of election supplies; and counting ballots and canvassing returns.
5. That the San Mateo County Chief Elections Officer and Assessor-County Clerk-Recorder is hereby authorized to canvass the returns of the General Municipal Election, and that the election shall be held in all respects as if there were only one election, and only one form of ballot shall be used.

- 94 of 664
6. The City of San Bruno recognizes that the costs incurred by the San Mateo County

Chief Elections Officer and Assessor-County Clerk-Recorder, by reason of this consolidation, will be reimbursed by the City of San Bruno as specified in the Service Agreement that the City of San Bruno hereby authorizes the City Manager to execute.

7. That pursuant to California Elections Code Section 13307, each candidate for elective office to be voted for at an Election to be held in the City of San Bruno on November 8, 2022, may prepare a candidate's statement, suitable for electronic distribution, on an appropriate form provided by the City Clerk. The statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement is optional and may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period. A fee of \$700 will be charged as approved in the City's master fee schedule.
8. The City Clerk for the City of San Bruno is hereby directed to submit a certified copy of this resolution to the Board of Supervisors of the County of San Mateo, and to the appropriate County election officials of San Mateo. The City Clerk is also directed to file a copy of the resolution with the San Mateo County Chief Elections Officer and Assessor-County Clerk-Recorder prior to Friday, August 12, 2022.
9. That the City Clerk for the City of San Bruno shall certify to the passage and adoption of this resolution.

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I hereby certify that foregoing Resolution No. 2022 -
was introduced and adopted by the San Bruno City Council at a regular meeting on
June 14, 2022, by the following vote:

AYES: Councilmembers: Hamilton, M. Medina, Salazar, Mason, Mayor R. Medina

NOES: Councilmembers: None

ABSENT: Councilmembers: None

Vicky S. Hasha, Deputy City Clerk



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 14, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan D. Grogan, City Manager

PREPARED BY: Monica Walker, Human Resources Manager

SUBJECT: Adopt Resolution Approving Agreement between the City of San Bruno and the Public Safety Mid-Management Bargaining Unit and Authorizing Execution by the City Manager

BACKGROUND: The existing Memorandum of Understanding between the City of San Bruno and the Public Safety Mid-Management Bargaining Unit expired on December 31, 2021. Representatives from the City and the bargaining unit met and conferred in good faith and have reached a tentative agreement extending their existing Memorandum of Understanding an additional four years through December 31, 2025. The tentative agreement was ratified by the bargaining unit on May 24, 2022 and signed by representatives on June 3, 2022.

DISCUSSION: The attached Tentative Agreement for the Public Safety Mid-Management Bargaining Unit will extend their current Memorandum of Understanding through December 31, 2025, based on factors identified during negotiations over the last eight months.

A total compensation survey of comparison agencies performed by an independent consultant with results from September 2021 demonstrated that the group was behind the labor market by 10.61%, with Fire Battalion Chief's most significantly out of market at -16.41% and Police Captains at -11.79%. The agreement's economic package was based on a variety of factors including inflation as measured by the Consumers Price Index, All Urban Consumers (CPI-U), for the San Francisco – Oakland – San Jose region. CPI-U in October 2021 was 3.8% for the region. Also taken into consideration was the 0% cost of living adjustment (COLA) received for the group in 2021. CPI-U in 2020 was 2%, and the bargaining group received a 2% COLA in January and a 2% COLA in July. In 2019, CPI-U was 2.5% and the group received a 3% COLA. In 2018, the group received a 3% COLA, and CPI-U was 4.5%. The cost of the four-year contract was considered against the general fund forecast and takes into consideration increasing costs for employee pension and inflationary assumptions for non-salary items. The longer-term contract offers stability in fiscal forecasting and support recruitment and retention efforts within the highly competitive public safety field.

The tentative agreements include cost of living adjustments each year as follows:

- Effective the first full pay period of January 2022, a 4% salary increase

- Effective the first full pay period of January 2023, a 3% salary increase
- Effective the first full pay period of January 2024, a 3% salary increase
- Effective the first full pay period of January 2025, a 3% salary increase

Market equity adjustments are applied based on results of a total compensation study of comparison agencies based on the September 2021 benchmark survey data. The Battalion Chief classification will receive a 2% equity adjustment in 2022, 2% equity adjustment in 2023, and 1% equity adjustment in 2024. The Police Captain classification will receive a 1% equity adjustment in 2022, and 1% equity adjustment in 2023.

In addition to cost-of-living adjustments (COLAs) and equity adjustments over the course of the four-year period, the contract identifies special assignment pay and night shift differential aligned with other local jurisdictions and an extension of compensatory leave bank from 80 to 120 hours, which mirrors changes made to the Police bargaining unit contract. Police Sergeants performing the following collateral duties of Regional S.W.A.T Team, Defensive Tactics Instructor and De-escalation Instructor shall receive a two percent (2%) Collateral Duty Premium when assigned by the Chief. Such assignment may be assigned and unassigned by the Police Chief at the sole discretion of the Chief and shall not subject to the grievance procedure. The maximum Collateral Duty Premium Pay an employee may obtain is two percent (2%) total.

Additionally, the agreement amends the 2% in-lieu pay for Administrative Battalions Chiefs to recognize the non-exempt status aligned with other Battalion Chiefs.

A provision was added to grant management employees overtime while performing work that is fully reimbursable by an outside vendor requesting police services or through grant-funded operations.

Employees in this bargaining unit that choose to voluntarily waive participation in a City-wide Long-Term Disability (LTD) insurance program have the option to enroll in a qualified Union sponsored LTD insurance program with a City reimbursement up to the maximum premium contribution in the Citywide program.

Bargaining unit members will share in the cost for medical premium increases. The City will continue to pay 75% of the health care premium increase beginning January 1, 2022, and December 31, 2025.

The parties agreed to add the Retiree Plus Health Coverage to commence for all current employees who participate in the employee health plan effective January 1, 2021. Beginning January 1, 2022, through December 31, 2025, the City shall pay 75% and employee shall pay 25% of Retiree Plus Health Coverage premium.

Additional modifications of the contract include clean-up language.

FISCAL IMPACT: The FY 2021/2022 budget does not include funds for enhancements to employee salary and additional benefits over the prior fiscal year. The 4% wage adjustment, equity adjustments and additional non-salary costs for this bargaining unit is anticipated to cost approximately \$86,000 for the remainder of FY 2021/2022. Excess general fund revenues will cover these costs.

ENVIRONMENTAL IMPACT: There is no environmental impact.

RECOMMENDATION: Adopt Resolution Approving Agreement between the City of San Bruno and the Public Safety Mid-Management Bargaining Unit and Authorizing Execution by the City Manager

ALTERNATIVES: Do not approve the agreement and direct the negotiating team to seek changes or to begin mediation discussions.

ATTACHMENTS:

1. Resolution
2. Tentative Agreement - Public Safety Mid-Management

RESOLUTION NO. 2022–

**ADOPT RESOLUTION APPROVING THE AGREEMENT
BETWEEN THE CITY OF SAN BRUNO AND THE PUBLIC
SAFETY MID-MANAGEMENT BARGAINING UNIT, AND
AUTHORIZING ITS EXECUTION BY THE CITY MANAGER**

WHEREAS, representatives of the Public Safety Mid-Management Bargaining Unit represented by the Teamsters Local 856 and representatives of the City of San Bruno have met and negotiated in good faith; and

WHEREAS, as a result of those negotiations, an agreement has been reached regarding changes to the terms and conditions of employment for the Public Safety Mid-Management Bargaining Unit Memorandum of Understanding to the period to December 31, 2025; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of San Bruno that it hereby approves the Agreement reached between the City of San Bruno and the Public Safety Mid-Management Bargaining Unit modifying the existing Memorandum of Understanding between the parties, and consistent with terms and conditions outlined in the Agreement attached hereto and marked Exhibit A; and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to execute on behalf of the City of San Bruno the attached Agreement, and any modified and consolidated Memorandum of Understanding prepared incorporating all prior agreed upon terms and conditions of employment approved by the City of San Bruno and the Public Safety Mid-Management Bargaining Unit represented by the Teamsters Local 856.

--oOo--

I hereby certify the foregoing Resolution No. _____ was introduced and adopted by the San Bruno City Council, at a regular meeting on June 14, 2022 by the following vote:

AYES: Councilmembers: _____
NOES: Councilmembers: _____
ABSENT: Councilmembers: _____

Vicky Hasha, Deputy City Clerk

CITY OF SAN BRUNO SUPPOSAL
2021 SUCCESSOR AGREEMENT NEGOTIATIONS
SAN BRUNO PUBLIC SAFETY MID-MANAGEMENT BARGAINING UNIT,
TEAMSTERS LOCAL 856

TENTATIVE SUPPOSAL – NOT AUTHORIZED BY COUNCIL

All other City and Union Proposals dropped

May 12, 2022

14. Salary Plan

14.1. The following reflects the understanding as to adjustments, modifications and changes related to salary and/or benefits which were agreed upon:

- 4.0% increase effective the first full pay period in January 2022
- 3.0% increase effective the first full pay period in January 2023
- 3.0% increase effective the first full pay period in January 2024
- 3.0% increase effective the first full pay period in January 2025

14.2. Effective the first full pay period in January 2022, equity adjustments for the classifications below:

2022 2% Equity Adjustment	2022 1% Equity Adjustment
Battalion Chief	Police Captain

Additional equity adjustment effective the first pay period in January 2023 for the classifications listed:

2023 2% Equity Adjustment	2023 1% Equity Adjustment
Battalion Chief	Police Captain

Additional equity adjustment effective the first pay period in January 2024 for the classification listed:

2024 1% Equity Adjustment
Battalion Chief

Additional equity adjustment effective the first pay period in January 2025 for the classification listed:

1% Equity Adjustment
Battalion Chief

14.3 Effective the first full pay period in January of 2024 the Captain Salary Range shall be changed to the following:

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
<u>16,173</u>	<u>17,022</u>	<u>17,916</u>	<u>18,857</u>	<u>19,846</u>

14.4 Effective the first full pay period in January of 2025, the Captain Salary Range shall be changed to the following:

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
<u>17,533</u>	<u>18,453</u>	<u>19,422</u>	<u>20,442</u>	<u>21,515</u>

14.5 Whenever multiple pay adjustment occur on the same date, all adjustments shall be added together for calculation purposes.

19. **Special Assignment Pay**

19.1. Detective Sergeants and Administrative Sergeants shall receive special assignment pay, in the amount of 5% increase in base salary beginning on the first day of the assignment and continuing until the last day of the assignment.

19.2. A Fire Battalion Chief appointed by the Fire Chief to perform administrative duties shall receive special assignment pay in the amount of a 5% increase in base salary beginning on the first day of the assignment and continuing until the last day of the assignment.

19.3. Collateral Duty Pay: Police Sergeants performing the following collateral duties shall receive a two percent (2%) Collateral Duty Premium when assigned by the Chief. Such assignment may be assigned and unassigned by the Police Chief at the sole discretion of the Chief and shall not subject to the grievance procedure. The maximum Collateral Duty Premium Pay an employee may obtain under this section is two percent (2%) total.

- Regional S.W.A.T Team
- Defensive Tactics Instructor
- De-Escalation Instructor

19.4 Night Shift Differential: Police Sergeants regularly assigned by the Chief to work the “Night Shift” (i.e., any shift that includes the hours between 1900 – 0700) will

receive a one percent (1.0%) pay differential effective the first full pay period after the contract is executed. Beginning the first full pay period in January 2023, Police Sergeants employees regularly assigned to work the "Night Shift" will receive an additional one percent (1.0%) pay differential. Beginning the first full pay period in January 2024, Police Sergeants will receive an additional one-half percent (0.5%) pay differential for a maximum of two- and one-half percent (2.5%) of their hourly rate for all regularly assigned hours worked between 1900 – 0700. For purposes of this section, "regularly assigned" is defined as being scheduled to work as part of an employee's standard shift as part of a regular shift rotation (i.e., 6 months). Employees not "regularly assigned" will not be entitled to Night Shift Differential, even for hours worked between 1900-0700. At full authorized staffing levels, there are a maximum of 2 such positions in this bargaining unit that are eligible for such assignment.

23. Overtime and Management Leave Time

23.1. Police Sergeant - The provisions of *Section 23.1* shall only apply to the classification of Police Sergeant.

23.1.1. Overtime is defined as the compensating of a full-time employee, either in compensatory time or pay, for authorized time actually worked in excess of 40 hours per week or in excess of the regularly scheduled work hours per day. The employee shall have sole discretion in determining whether overtime is received in pay or compensatory time subject to the accrual maximum outlined in the "Compensatory Time Leave Bank" referenced in (a) (1) below.

23.1.2. A "Compensatory Time Leave Bank" is established with a maximum accrual balance of eighty (80) hours.

23.1.3. Employees who have less than eighty (80) hours in their compensating time leave bank may convert holiday time as it occurs to compensatory time leave in lieu of pay, but in no case exceed a total of eighty (80) hours.

23.1.4. Time worked during the first one-quarter hour of excess time worked will not be compensated; however, time worked in excess of one-quarter hour through one-half hour will be granted at a minimum of one-half hour. When the time worked is in excess of one-half hour, overtime shall be computed for the total actual time worked and calculated to the nearest one-quarter hour.

23.2. Fire Battalion Chief - The provisions *Section 23.2* shall only apply to the classification of Fire Battalion Chief.

23.2.1. The workweek for shift personnel shall average 56 hours per week. The 48/96 schedule, which is a six (6) day cycle consisting of two days on, four days off, shall be deemed to consistent with such workweek.

23.2.2. Authorized work performed by an employee assigned to a shift in excess of forty-eight (48) hours within the six-day cycle shall constitute overtime. As used in this sentence, "day" shall mean a 24-hour period commencing at 8:00 am of one calendar day and concluding at 8:00 am of the following day. This subsection shall be limited by the provisions pertaining to change of shift and changes between shift assignments and 40-hour workweek assignments.

23.2.3. An employee required to work in excess of such regularly scheduled shifts shall be compensated for each overtime hour worked at the rate of one and one-half (1 ½) times the employee's straight time rate of pay based on a fifty-six (56) hour work week.

23.2.4. Change of Shift. If the shift assignment of an employee who is assigned to a shift is changed while the currently used work schedule is in effect, authorized work time shall not constitute overtime if the following schedule is maintained:

- Change from "A" shift to "B" shift: Employee works first day on "A" shift, then works second day on "B" shift
- Change from "A" shift to "C" shift: Employee works first day on "A" shift, then works second day on "C" shift
- Change from "B" shift to "A" shift: Employee works first day on "B" shift, then works second day on "A" shift
- Change from "B" shift to "C" shift: Employee works first day on "B" shift, then works both days on "C" shift
- Change from "C" shift to "A" shift: Employee works both days on "C" shift, then works second day on "A" shift
- Change from "C" shift to "B" shift: Employee works first day on "C" shift, then works second day on "B" shift
- Change Between Shift Assignment and 40-Hour Workweek Assignment

23.2.5. If the assignment of an employee is changed from a forty (40) hour workweek to a shift assignment, or vice versa, authorized work shall constitute overtime only if within the period in which the change was made the total number of authorized hours would exceed the sum of the following:

23.2.6. 8 hours per day for the portion of the period during which the employee was on shift, and

23.2.7. 5.714 hours per day for the portion of the period during which the employee was on the 40-hour workweek. As used herein, "the period within which the change was made" consists of the incomplete portions of the 40-hour workweek and shift cycle immediately before or after the date of change.

23.2.8. Overtime shall be calculated and paid to the nearest one-quarter hour (15 minutes) increment. As an illustration, an employee who worked in excess of 25 minutes would record 30 minutes on their time sheet. The Battalion Chief appointed by the Fire Chief to serve in the special assignment of Administrative Battalion Chief

– 40-hour week/FLSA exempt position will not receive overtime (see *Section 24.1* below).

23.2.9. Payment for Fair Labor Standards Act (FLSA) Overtime

- 23.2.9.1. Both parties agree and accept that as of August 14, 2001, the City of San Bruno's declaration of a 7(k)-exemption related to the calculation of FLSA Overtime and agree to incorporate FLSA mandated overtime compensation by paying said overtime at a rate of 2.735% of an employee's base salary per pay-period. The fifty-six (56) hour tour of duty shall be calculated within a twenty-seven (27) day work period.

23.2.10 Outside Vendor Payment for Management Overtime

Management employees will be paid at 1.5 times the Step 5 Police Sergeant base salary only for work done in accordance with SBPD Policy outside an employee's regular schedule and the overtime is fully reimbursed by an outside vendor requesting police services or through grant-funded operations such as OTS and ABC. Such shifts shall not impact the employee's normal work schedule. The Police Chief or designee will have absolute discretion to determine the specific shifts that qualify for this program, with no appeal rights for the employee.

24. FLSA Overtime as Compensatory Time Off (CTO)

- 24.1.1.1. Employees are allowed the option of having overtime earned at the rate of time and one half (1-1/2) hours actually worked into a Compensatory Time Off (CTO) bank subject to the following limitations:
- 24.1.1.2. The maximum number of hours ~~an police department~~ employee in this unit may bank in this unit is 120 hours. Any hours in excess of the balance maximum of 120 hours requested to be placed in the CTO bank will be paid out as overtime. The maximum number of hours an fire department employee in this unit may bank in this unit is 112 hours. Any hours in excess of the balance maximum of 112 hours requested to be placed in the CTO bank will be paid out as overtime.
- 24.1.1.3. The requests for time off shall be made at least 48 hours in advance in order to assure proper shift staffing; however, this time limit may be waived if the operation of the Fire Department is not impaired and proper shift staffing is assured.

24.1.1.4.

24. Management Leave Time for FLSA Exempt Positions

- 24.1. The following classifications are classes where compensation is on the basis of responsibility carried out rather the time spent on the job. Since these classifications are Fair Labor Standard Act (FLSA) Exempt, employees are not eligible for over-

time compensation. Management Leave as enumerated below is authorized for each fiscal year. No compensation shall be due to the employee for Management Leave should the employee leave the service of the City or be terminated.

Classification	Hours (Per Fiscal Year)
Police Commander	80
Police Lieutenant	80
	* **For consistency, the following sentence in 16.2.8 shall be eliminated: "The Battalion Chief appointed by the Fire Chief to serve in the special assignment of Administrative Battalion Chief – 40-hour week/FLSA exempt position will not receive overtime. (See Section 24.1 below).

- 24.2. Maximum Accumulation: Employees accruing management leave may accumulate up to a maximum of twice the employee's annual leave accrual rate (a maximum of 160 hours). Employees who accrue above this maximum must take the excess leave within thirty (30) days after exceeding this accrual.
- 24.3. Annual Buyout Option: The City will allow an employee to buy out management leave hours on a once per year basis; such credits will be paid on the first pay date in December. Credits available for buyout will be those accumulated as of November 20th.

37. Provision of Long-Term Disability Insurance

- 37.1. The City agrees to allow employees in this bargaining unit that choose to voluntarily waive participation in a City-wide Long-Term Disability (LTD) insurance program to enroll in a qualified Union sponsored LTD insurance program. The city will provide reimbursement to employees of this unit toward premiums up to the maximum premium contribution the city is paying towards employees enrolled in the Citywide LTD program. Employees of this bargaining unit agree to pay the premium increase between the Citywide LTD offering and the new qualified Union LTD plan. The City's premium contribution for Long-Term Disability is not available for cash reimbursement.

38. Health and Welfare

- 38.1. Beginning January 1, 2022, through December 31, 2025, the City shall pay 75% and employee shall pay 25% of health and welfare benefit premium increase over the prior plan year.

39. Health Insurance After Retirement for Certain Employees – Hired Prior to January 1990

- 39.1. The terms of this section are only applicable to Police Commanders (Captain) and Fire Battalion Chiefs (Division Chiefs) who were employees of the City of San Bruno prior to January 1990.
- 39.2. That members of this bargaining unit retain Teamster Health & Welfare retiree benefits provided by the Teamsters Health & Welfare Trust to retirees, in an amount and at whatever levels set by the Trust for as long as provided by the Trust to the retirees (e.g.: not subject to the age or income exclusion of this proposed Section). The provisions of this Section do not bind, modify or amend any conditions of the Teamster's Local 856 Health & Welfare Trust.
- 39.3. That members of this bargaining unit who retire as members of this bargaining unit:
 - Having at least ten (10) years' service with the City of San Bruno; and
 - Retire at age 50 or older; and
 - Such retired employees have not received a disability retirement; and
 - Such employees retire from service and are qualified for retirement benefits under PERS; and
- 39.4. Such qualified retirees and qualified dependents will be entitled to reimbursement for Teamster Health & Welfare retiree benefit "co-payment" from the City, and related dental costs, prescription drug costs and vision care costs, to be paid back to the retiree semi-annually after such payments have been made by the retiree.
- 39.5. The monthly amount paid by the City to the Trust for active employees (or equivalent), shall be credited in advance to the individual retiree's account on February of each year in an amount equal to the anticipated upcoming 12 monthly payments to the Trust (or equivalent) for active members of this bargaining unit.
- 39.6. The individual retiree will be permitted to accumulate an account available for qualified co-payments and dental/prescription/vision costs, but such accumulated account cap will not be greater than an amount equal to two (2) years contributions by the City on behalf of active employees (e.g.: the current year and the year immediately prior).
- 39.7. Example: On February of 1992, unexpended contributions for year 1990 will be deleted, and the remaining unexpended contributions for year 1991 will be added to the expected contributions for 1992 to reach accumulation cap.
- 39.8. Such amounts shall be available to reimburse employees, spouse or dependents for retiree co-payments, dental costs, prescription drug costs, or vision care costs that are submitted semi-annually (May and November) by verified billings or invoices that have been billed to the retiree and paid by the retiree during that

prior twelve month period, and thereafter presented to the City for reimbursement no later than twenty (20) days prior to the first day of either May or November. Bills submitted later than thirty (30) days prior may not be reimbursed until the following reimbursement date.

- 39.9. Qualified dependents shall be defined as a spouse or dependents living with the retiree (as “dependents” are defined for federal income tax purposes).
- 39.10. Retirees, spouses or their qualified dependents may not seek reimbursement for medical, dental, or vision billings that may be or have been paid for by other health, dental or vision plans available to the retiree, spouse, or dependent. Partial payments by other health plans may, however, be submitted for reimbursement of the unpaid portion, so long as submitted with the limitation set out above.
- 39.11. Each such retiree shall be limited to his or her accumulated amount, and no such retiree may deplete another retiree’s accumulation.
- 39.12. The City’s co-payment and/or reimbursement offer to qualified retirees specified in *Subsections 39.4 and 39.5* above shall terminate upon each and any of the following events:
- Upon the retiree’s death
 - Upon the retiree returning to employment with the City of San Bruno and qualifying for employee health and welfare benefits.
 - Upon the retiree reaching age 65
 - Upon the retiree earning in excess of the limit set by the IRS as FICA non-taxed income in any calendar year, as verified on employee’s federal income tax form [“wages, salary and tips”], (excluding spouse’s income, if any) subject to request for verification by the City. Said amount shall be adjusted annually by overall salary increases (but not equity adjustments) as provided annually to this bargaining unit by way of the Memorandum of Understanding.
- 39.13. It shall be the responsibility of the retiree to annually supply the City prior to April 30, a copy of his/her federal income tax return as verification that the earning limit has not been exceeded. Failure to provide the tax return may be cause to terminate these additional retiree benefits.
- 39.14. Termination of the co-payment or reimbursement by reason of any of the conditions listed above, becomes effective upon the date of the disqualifying event: and all such co-payments or billings incurred prior to that date will be reimbursed by the City pursuant to the agreement; and no such reimbursements shall be made by the City to the retiree from the date of disqualification. Disqualification based upon a single year’s income also disqualifies the retiree for reimbursements every year after the date of disqualification.
- 39.15. Plan Restructure

- 39.15.1. The Plan year shall move to a calendar year cycle. Future year increases will be effective January 1.
- 39.16. “Opt out”
- 39.16.1. Employees who demonstrate possession of comparable health coverage may elect to opt out of the city health benefit.
- 39.16.2. An amount equal to 15% of the monthly premium shall be paid to the employee based on the composite rate with the ‘no co-pay’ prescription plan
- 39.16.3. An amount equal to 35% of the monthly premium shall be paid to the Trust based on the composite rate with the ‘no co-pay’ prescription plan
- 39.17. The Trust shall offer a “10/20” drug prescription option, which may be utilized at employee’s choice only
- 39.18. The Union shall submit a request for contributions up to the maximum allowable amount by October 1 annually of each year. Such request shall be supported by evidence of Trust Fund documentation reflecting actual increased costs. No other adjustments shall be permitted during the term of this MOU.
- 39.19. In the event the Affordable Care Act (or other comparable Federal or state legislation which provides health care coverage for employees covered by this agreement) is enacted into law during the term of this Memorandum of Understanding and such legislation has an adverse impact on either party, the parties will meet and confer regarding the impact of such legislation on the Memorandum of Understanding.
- 39.20. It is agreed that the above identified amounts are maximum amounts which may be exceeded only by any carryover amount from prior year's premium not needed.
- 39.21. An eligible employee with respect to whom monthly contributions are required shall mean any employee on the payroll on the first day of any calendar month who has been on the payroll of the City eighty (80) hours or more during the preceding calendar month and shall otherwise be defined by Article I of the Teamsters Local 856 Trust by laws. Said contribution shall institute full compliance with and full performance of all obligations of the City to provide health and welfare benefits for its employees.
- 39.22. During the term of this MOU the parties herein reserve the right to request the other party to meet and confer on the subject of this section for the purpose of reviewing and considering a competitive proposal from the requesting party for the obtaining of equal or comparable health and welfare benefits for covered employees at no additional or less cost to the City.
40. **Retiree Plus Coverage – Third Party Provider**

- 40.1. Except for employees who are covered in Section 39 immediately above, employees in this unit participate in Retiree Plus Health Coverage established January 1, 2021. For the term of this contract the City shall pay 75% and employee shall pay 25% of Retiree Plus Health Coverage premium.
- 40.2. Eligibility for any Retiree coverage: If you retire from employment with an employer who is making contributions for retiree coverage, you will be eligible for retiree benefits provided (1) You were covered under this Plan for a total of 120 months and (2) You were eligible for at least 12 continuous months immediately prior to the date of your retirement.
- 40.3. Eligibility for Retiree Plus coverage: If you retire from employment with an employer who is making the required contributions for Retiree Plus coverage, you will be eligible for the reduced Monthly Self-Pay rate provided (1) you have at least 240 months of coverage and (2) 12 continuous months immediately prior to the date of your retirement with an employer who paid into the Retiree Plus Plan. If you have at least 120 months, but less than 240 months, you will be eligible for Retiree coverage but not for the reduced Monthly Self-Pay rate. *Retirees are encouraged to review the Retiree Plus Health Coverage Plan Document for exceptions and enrollment deadlines.*

60. **Term**

- 60.1. This Memorandum of Understanding, except as otherwise noted, shall remain in effect for those employees employed in the classifications set forth in Appendix "A" for the period from January 1, 2022, and until December 31, 2025 except to the extent that such Memorandum of Understanding may be modified by the parties during such period, and shall continue in full force and effect until either superseded by a subsequent Memorandum of Understanding or by such other action of the City Council affecting wages, hours, and conditions of employment of the employees in classifications covered by this Memorandum of Understanding.
- 60.2. This Memorandum of Understanding is a compilation of the previous Memorandums of Understanding, with modifications negotiated by and between the parties, and thereafter approved pursuant to San Bruno City Council Resolution.

Agreed upon by representatives of the City of San Bruno:

DocuSigned by:

Dania Torres Wong

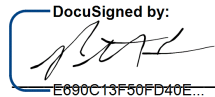
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Dania Torres Wong, Sloan Sakai Yeung & Wong, LLC
Chief Negotiator

6/3/2022

Date

Agreed upon by representative of Public Safety Mid-Management represented by Teamsters
Local #856:

DocuSigned by:

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Peter Finn, Secretary/Treasurer/Principal Officer

6/3/2022

Date



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 14, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan Grogan, City Manager

PREPARED BY: Matthew Lee, Director

SUBJECT: Waive Second Reading and Adopt an Ordinance Amending Chapter 10.16 (Water Conservation) of the San Bruno Municipal Code

BACKGROUND: In July 2021, Governor Newsom proclaimed a State of Emergency due to drought conditions in San Mateo County, and then in October 2021, the Governor declared a statewide drought emergency. The Governor called for a 15% voluntary reduction in water use compared to 2020 levels.

At the July 26, 2016 City Council meeting, the City enacted Level 1 Voluntary Conservation measures. Although water usage increased nearly 19% across the State, during the month of March, San Bruno residents have responded tremendously to the conservation efforts. Since 2013, citywide, San Bruno has achieved an average water conversation of 17%.

Under the City's Water Shortage Contingency Plan, last approved at the October 26, 2021 City Council meeting, there are six standard water shortage levels that correspond to progressive ranges of up to 10 percent, 20 percent, 30 percent, 40 percent, 50 percent, and greater than 50 percent shortages from the normal supply condition. Each shortage condition corresponds to additional actions water suppliers would implement to meet the severity of the impending shortages.

The City has implemented a number of initiatives to encourage San Bruno water conservation, including education programs at local schools such as "Earthcapades". The City and County also sponsor rebate programs like "Lawn Be Gone" landscape conversions, rain barrel rebates, and low-flow toilet replacement rebates. The City also provides low-flow hardware giveaways such as faucet aerators, shower heads, shower timers, toilet tank bags, and irrigation hose nozzles. Other public outreach efforts include utility inserts with water conservation tips, City website updates, and posting banners throughout the City encouraging and demonstrating ways to use water more efficiently.

As the drought conditions continue, San Bruno is prepared to meet customers' needs by ensuring a reliable water supply to our service area. Furthermore, the State Water Board will consider adoption of the Water Conservation Emergency Regulations on May 24, 2022. The Water Board is expected to require agencies implement their Level 2 Mandatory Conservation measures to achieve a 10-20% reduction in water use.

There are still some unknowns with the details of the Water Board's conservation directive,

so staff will return to the City Council at a later date to provide an overview of the State reduction targets and the City's implementation plan to meet those target reductions. Staff anticipate recommending City Council activate Level 2 Mandatory Conservation measures of the City's Water Shortage Contingency Plan which will likely include landscape water restrictions and other measures. Final recommendations will be presented to the City Council at that meeting.

On October 26, 2021, the City Council adopted the updated Water Shortage Contingency Plan (WSCP) and the Urban Water Management Plan (UWMP). The Urban Water Management Planning Act of the California Water Code requires municipal water suppliers, providing drinking water to more than 3,000 customers, or supplying more than 3,000 acre-feet of water annually to prepare and adopt an UWMP every five years. This UWMP is required to define the City's current and future water demands, types of uses, supply sources, supply reliability and resiliency, a Water Shortage Contingency Plan (WSCP) and other measures.

The purpose of the WSCP is to plan and outline levels of City response actions during periods of water shortage emergencies. The October 2021 updated WSCP incorporated California's 2018 Water Conservation legislation which, updated the standards for how agencies respond to water shortage conditions. To support the City's adopted WSCP and to be consistent with State requirement, updates to San Bruno Municipal Code (SBMC) Chapter 10.16 (Water Conservation) are required.

The proposed amended Ordinance Chapter 10.16 (Water Conservation) was introduced at the May 24, 2022 City Council Meeting where the City Council waived the First Reading.

DISCUSSION: In general, the proposed update to Chapter 10.16 of the San Bruno Municipal Code make San Bruno's conservation and enforcement provisions consistent with State requirements and the City's recently updated WSCP, and support the City's water conservation efforts.

Updates to the Chapter 10.16 (Water Conservation) include the following:

1. Re-organization of the Chapter consistent with State legislation structure and priorities
2. Added water conservation regulations under normal conditions
3. Updated water shortage emergency provisions
4. Consolidated enforcement and penalties into one section
5. Authority and responsibility for enforcement and penalty

Below are expanded summaries of items 2-5:

2. Water Conservation Regulations Under Normal Conditions

These updates fall under the newly proposed Article II. Currently, there are no City water conservation regulations under normal (non-drought) conditions. As presently drafted, Chapter 10.16 does not allow the City to enact any conservation measures unless the City Council declares a water emergency and enacts Level 1-6 of the conservation measures outlined in the WSCP.

The updated Chapter 10.16 gives the City broader preliminary conservation regulation authority short of declaring a water conservation emergency. This authority includes:

- Prohibition on watering outdoor landscapes in a manner that causes runoff
- Prohibition on hosing off sidewalks, driveways, and other hardscapes, except to address health and safety needs

Broader conservation measures would still require the City Council to declare a water emergency and enact Level 1-6 of the conservation measures.

3. Water Shortage Emergency Provisions

These updates fall under the newly proposed Article III. This section brings this Chapter consistent with California Water Code Section 350. The main updates authorize the City Manager to declare a water shortage emergency in response to imminent emergencies to protect public health and safety, such as an infrastructure failure. Currently, only the City Council is authorized to declare a water shortage emergency. This update will allow the City Manager emergency authority to respond to an imminent situation. City Council authorization will still be required to enact sustained water conservation measures.

The proposed Article III also incorporates and make water shortage level categories consistent with both the State's terminology and standards in Water Code Section 350. The City's updated Water Shortage Contingency Plan approved at the October 26, 2021 City Council Meeting was also updated to be consistent with the State's 2018 Water Code Section 350.

4. Consolidated Enforcement and Penalties into One Section

These updates fall under the newly proposed Article V. Currently, enforcement penalties and provisions are located under Articles II, III, and IV. The proposed Article V consolidates all enforcement and penalty provisions under one section. This provides consistency and ease for future revisions as needed.

5. Authority and Responsibility for Enforcement and Penalties

Currently, authority and responsibility for enforcement and penalties lies with an appeals board or subcommittee appointed by the City Council. The proposed Chapter 10.16 updates give enforcement authority and responsibility to the Public Works Director under direction and final decision of the City Manager.

All other provisions of Chapter 10.16 remain unchanged.

The SBMC Chapter 10.16 update was completed by the engineering firm of West Yost Associates of Pleasanton, California. This firm completed the 2021 update to the Urban Water Management Plan and the Water Shortage Contingency Plan, and updating the Municipal Code is the final task of this project.

The ordinance will become operative 30 days after it is adopted.

FISCAL IMPACT: There is no immediate fiscal impact as a result of approving this Ordinance. However, it can be expected that revenue to the City's water and sewer enterprises will decrease with increased water conservation. This is due related to the City's consumption-based user charges for water and sewer services. Should it be necessary to address the City's water and sewer rate structure due to decreased revenue, staff will discuss such requests with the City Council and received direction at that time.

Limited costs for administrative and public education expenses are anticipated depending on the water conservation measures that are implemented. Any future appropriation requests above the authorized budgets will be presented to the City Council as needed

ENVIRONMENTAL IMPACT: The action is not a project subject to CEQA. City Council's action is not considered a "Project" per Title 14 California Code of Regulations (CCR) §15378(b)(5) and would not result in a direct or reasonably foreseeable indirect physical change in the environment (per Title 14 CCR § 15060(c)(2)). Therefore, no further environmental analysis is required.

RECOMMENDATION: Waive Second Reading and Adopt an Ordinance amending Chapter 10.16 (Water Conservation) of the San Bruno Municipal Code.

ALTERNATIVES: 1. Request additional information before introducing the ordinance.

ATTACHMENTS: 1. Proposed Amended San Bruno Municipal Code Chapter 10.16 Water Conservation

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO AMENDING
CHAPTER 10.16 (WATER CONSERVATION) OF THE
SAN BRUNO MUNICIPAL CODE**

WHEREAS, the City adopted the updated Water Shortage Contingency Plan (WSCP) at the October 26, 2021 City Council Meeting; and

WHEREAS, in accordance with California's 2018 Water Conservation Legislation, municipal water suppliers, providing drinking water to more than 3,000 customers, or supplying more than 3,000 acre-feet of water annually, are required to update the Water Shortage Contingency Plan, or equivalent, consistent with state standards and policies; and

WHEREAS, West Yost Associates of Pleasanton, California, which firm completed the City's WSCP, completed the proposed update to Chapter 10.16 (Water Conservation) of the San Bruno Municipal Code (SBMC) as part of the final task of this project; and

WHEREAS, updates to SBMC Chapter 10.16 (Water Conservation) include 1) a re-organization of the Chapter 10.16 consistent with the organizational structure and priorities of California Water Code Section 350, 2) added water conservation regulations under normal conditions, 3) updated water shortage emergency provisions, 4) consolidated enforcement and penalties previously placed throughout Chapter 10.16 into one section, and 5) updates to the authority and responsibility for enforcement and penalty; and

WHEREAS, much of the current provisions of Chapter 10.16 (Water Conservation) remain unaffected, the Chapter re-organization and incorporation of State conservation and enforcement requirements are significant. As such, the Ordinance must be amended to ensure alignment with California Water Code Section 350 and provisions of the adopted 2021 San Bruno WSCP; and

WHEREAS, the City does, accordingly, find and declare that it should repeal and replace in its entirety Chapter 10.16 of the San Bruno Ordinance Code to ensure the City's requirements around water conservation response, regulation, and enforcement align with the State of California's requirements.

NOW, THEREFORE, the City Council of the City of San Bruno does ordain as follows:

SECTION 1. Recitals. The above recitals are incorporated as though set forth in this section.

SECTION 2. Chapter 10.16 (Water Conservation) of Title 10 (Municipal Services) is hereby repealed and replaced in their entirety by a new Chapter 10.16 to be numbered and entitled and to read as follows:

Chapter 10.16 WATER CONSERVATION

Article I. General

10.16.010 Definitions.

~~A. — A. — “Appeals board” is a subcommittee of the San Bruno water conservation committee, a committee appointed by the San Bruno city council and of staff of the city of San Bruno.~~

~~B. —~~

A. — ~~B. —~~ “City council” means the city council of the city of San Bruno, California.

B. — ~~C. —~~ “Customer” means any person, whether within or without the geographic boundaries of the city of San Bruno who uses water supplied by the city of San Bruno department of public works, water division.

C. — ~~D. —~~ “Director” means the director of public works of the city of San Bruno.

D. — ~~E. —~~ “Period of precipitation” means during rainfall and not any generalized or specific season or period of the year.

E. — ~~F. —~~ “Person” means any person, firm, partnership, association, corporation, company, organization or governmental entity.

F. — ~~G. —~~ “Swimming pool” is defined to include any indoor or outdoor constructed swimming or bathing pool or spa that can hold one thousand gallons of water, or more.

G. — ~~H. —~~ “Unit of water” is one hundred cubic feet of water.

~~H. — I. — “Water shortage emergency”, that, as declared by the city council or city manager, is a specific identifiable discrete event or sudden unexpected occurrence, including without limitation a drought, a storm, flood, fire, or an unexpected equipment outage, the failure of a water facility, including treatment plant, pump, pipeline or other conduit, or a catastrophic event, including, but not limited to, a regional power outage, an earthquake, or other disaster, that has occurred that causes a disruption, or creates an imminent threat of disruption, in the water supply to all or a portion of the city’s water customers means any condition related to water supply which may have a negative effect or the disability to supply a normal amount of water to city customers.~~

~~H.I. — “Water shortage contingency plan” means the planning document, as amended from time to time and adopted by the city council, setting forth the city’s strategic plan for preparing and responding to water shortages, including the water shortage levels and associated actions. The water shortage contingency plan is a required component of the city’s urban water management plan as specified in the “Urban Water Management Planning Act,” codified as Part 2.6, Urban Water Management Planning, of Division 6, Conservation, Development, and Utilization of~~

State Water Resources, in the California Water Code, beginning with Section 10620. (Ord. 1522 § 3, 1990)

10.16.020 Purpose and Scope

This chapter includes water conservation provisions during normal conditions and water shortage emergencies to minimize the effect of a shortage of water on the city's customers. This chapter includes provisions that will significantly reduce the consumption of water over an extended period of time, thereby extending the available water required by the city's customers while reducing the hardship to the greatest extent possible. -It is intended to implement the city's water shortage contingency plan and water demand management actions upon declaration of a water shortage emergency condition.

Declaration of water emergency.

—Upon a declaration of a state of water emergency, the city council may declare a need for mandatory water conservation (pursuant to Article II of this chapter) and/or water rationing (pursuant to Article III of this chapter) which shall remain in effect until the city council determines a state of water emergency no longer exists. (Ord. 1522 § 3, 1990)

Article II. Water Conservation Regulations

10.16.030 ~~Mandatory conservation policy~~Prohibition of Water Waste.

—For water conservation purposes, it is the policy of the city to prohibit certain wasteful uses of water from the city's water supply system, or misuse of water in the city of San Bruno from whatever source, and prescribing penalties for violation.

The recipients of water delivered by the city shall put the water only to reasonable and beneficial use at all times. In addition to the State's water conservation restrictions, prohibitions or regulations, no customer or other user of the city's water system shall knowingly waste or permit the waste of water including but not limited to:

A. Watering outdoor landscapes in a manner that causes more than incidental runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures.

B. Use of a hose that dispenses water to wash a motor vehicle, except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use.

C. Hosing off sidewalks, driveways, and other hardscapes, except to the extent necessary to address a health and safety need.

D. Use of water in an ornamental fountain or other decorative water feature, except where:

E. the water is part of a recirculating system; or

F. the fountain is registered on the National Register of Historic Places as of January 1, 2018.

G. Watering turf and ornamental landscapes during and within 48 hours after measurable rainfall of at least one-fourth of one inch of rain, based on records of the National Weather Service, or the closest California Irrigation Management Information System station to the parcel, or any other reliable source of rainfall data available to the city.

H. Waste through leakage of defective or inoperable plumbing, piping, or other water-use equipment.

(Ord. 1522 § 3, 1990)

Article III. Water Shortage Emergency

10.16.040 Declaration of water shortage emergency.

Pursuant to California Water Code Section 350, the city council shall conduct a duly noticed public meeting for the purpose of finding and determining that a water shortage emergency condition exists. Upon finding of a water shortage emergency condition, the city council, by resolution, may declare a water shortage emergency and indicate the water shortage condition and implement water use regulations consistent with SBMC §10.16.040, and enforcement actions and penalties as generally described in Article V of this chapter, and as more specifically declared by the resolution and the then-current water shortage contingency plan. The city council may also adopt a temporary water rate increase and institute an excess water rate surcharge per SBMC §10.16.130. Water use regulations, enforcement actions and penalties, and water shortage rates shall remain in effect until the city council determines a state of water shortage emergency no longer exists.

A. Notwithstanding the foregoing, in the event of a fire or a breakage or failure of water treatment or distribution facilities, causing an immediate emergency or water shortage, the city manager is hereby authorized to declare a water shortage emergency and, if so declared, shall initiate implementation of the appropriate and necessary provisions of the city's emergency response plan and/or water shortage contingency plan. As soon as possible after such a declaration, the city manager shall make a full report on the water shortage emergency to the city council for ratification. During any such water shortage emergency, the city manager and his/her designees may take all steps necessary to protect and preserve the city's water system, and to protect the health and safety of the city's water customers and users, including but not limited to locking out nonessential water services, and obtaining and making available temporary water supplies.

B. In implementing subsection A of this section, the city manager shall be guided by the following guidelines applicable to the allocation of water supply during water shortages:

1. No water service shall be extended to new customers until the city council determines that the water shortage no longer exists;
2. Water service to critical community service facilities, including, without limitation, hospitals and emergency shelters, shall take precedence over

water service to residential, commercial, institutional, and industrial customers;

3. Potable water service to residential, commercial, institutional, industrial and non-irrigation customers shall take precedence over water service to irrigation customers;

4. Once residential customers are receiving a water supply sufficient to meet their minimal health and safety requirements, potable-water service to commercial, institutional, and industrial customers (for non-irrigation uses) shall take precedence over other uses of such water;

5. Water service to customers within the city's water service area boundaries shall take precedence over water service outside the city's water service area boundaries.

~~10.16.030 Mandatory conservation policy.~~

~~For water conservation purposes, it is the policy of the city to prohibit certain uses of water from the city's water supply system, or misuse of water in the city of San Bruno from whatever source, and prescribing penalties for violation. (Ord. 1522 § 3, 1990)~~

10.16.040-050 Water shortage emergency regulations

City council or City Manager may declare water shortage emergency conditions when it finds that available water supply cannot meet the normal demands of its water customers.

A. A Level 1 water shortage will be declared when the city has determined that the water supply is not sufficient to meet normal demand and a reduction in water use up to 10 percent is required. Water conservation measures set out in Chapter 10.16 Article II, "Water Conservation", presently enacted or amended, shall be voluntary.

B. A Level 2 water supply shortage will be declared when the city has determined that the water supply is not sufficient to meet normal demand and a reduction in water use up to 20 percent is required. The following regulations on water use shall be applicable:

1. Water conservation measures set out in Chapter 10.16 Article II, "Water Conservation", presently enacted or amended, shall be mandatory and enforceable as to all water users under a mandatory level 2 declaration.

2. The watering of grass, lawn, groundcover, shrubbery, open ground crops and trees, in a manner that results in runoff into sidewalks, gutters and streets or during periods of precipitation, or to an extent which allows excess water to run to waste, is prohibited.

3. The watering of grass, lawn, groundcover, shrubbery, and trees, between the hours of nine a.m. and four p.m. is prohibited. Odd addresses are permitted to water Monday and Thursday, even addresses are permitted to water Tuesday and Friday, and non-numerical addresses are permitted to water

Monday and Thursday. Irrigation shall be limited to 15 minutes per irrigation station.

4. The escape of water through leaks, breaks, or malfunction within the water user's plumbing or distribution system for any period of time within which such break or leak should reasonably have been discovered and corrected, is prohibited. It shall be presumed that a period of ten days after the water user discovers such break, leak, or malfunction, or receives notice from the city of such condition, whichever occurs first, is a reasonable time within which to correct such condition or to make arrangement for correction.
5. The use of water from a hose for the cleaning of buildings, structures, walkways, sidewalks, driveways, patios, parking lots or hard-surfaced areas is prohibited. The washing of windows or structures with a bucket and squeegee is not prohibited.
6. The operation of a car wash using water from the city's water system is prohibited, unless water for such use is recycled.
7. The use of water from any fire hydrant is prohibited, unless specifically authorized by permit from the public works director, or his/her designee, except by regularly constituted fire protection agencies for fire suppression purposes.
8. The use of water to fill, clean or maintain artificial or decorative lakes, fountains or ponds with a capacity of one thousand gallons or more is prohibited.
9. Using potable water from whatever source, in construction for dust control, or soil compaction is prohibited, unless reclaimed (or "nonpotable") water is not available. Vehicles hauling and spraying such water must have standardized signs indicating "reclaimed" or "nonpotable" water.

C. A Level 3 water supply shortage will be declared when previous water conservation targets have not been met, or the city has determined that the water supply is not sufficient to meet normal demand and a reduction in water use up to 30 percent is required. The following regulations on water use shall be applicable:

1. All of the level 2 regulations, in subsection B, shall continue to be in effect during level 3, and shall be mandatory under a mandatory level 3 declaration.
2. The filling of any swimming pool is prohibited, unless there are extenuating circumstances as determined by the public works director, or his/her designee.
3. The service of water in restaurants is prohibited, except upon request by the customer.
4. The use of any water for the flushing of fire hydrants and/or fire related drills, and water mains is prohibited, unless there is an emergency as determined by the public works director, the fire chief, or the city manager.
5. The indiscriminate running of water or washing with water is prohibited, that results in flooding or runoff in or on sidewalks, gutters, and streets.

D. A Level 4 water supply shortage will be declared when previous water conservation targets have not been met, or the city has determined that the water supply is not sufficient to meet normal demand and a reduction in water use up to 40 percent is required. The following regulations on water use shall be applicable:

1. All of the level 3 regulations, in subsection C, shall continue to be in effect during level 4, and shall be mandatory under a mandatory level 4 declaration.
2. Substantial planting or replanting of new landscaping which is not drought tolerant will be prohibited until such time the city council has determined that the emergency has passed. For new developments in which water-dependent (not drought-tolerant) landscaping is required as a use permit condition, the city shall require a cash bond or other form of security subject to approval of the public works director, or his/her designee, from the developer in an amount specified which will be placed in an account in which the interest shall accrue to the developer. "Substantial" planting or replanting is hereby defined as planting or replanting in excess of ten percent of the total planted area of the development, parcel, site or lot.

E. A Level 5 water supply shortage will be declared when previous water conservation targets have not been met, or the city has determined that the water supply is not sufficient to meet normal demand and a reduction in water use up to 50 percent is required. The following regulations on water use shall be applicable:

1. All of the level 4 regulations, in subsection D, shall continue to be in effect during level 5, and shall be mandatory under a mandatory level 5 declaration.
2. Use of water as deemed to be wasteful, as determined by the public works director, or his/her designee, is prohibited.
3. At the direction of the city council, and upon adoption of a resolution implementing water rationing, a mandatory water rationing program shall be implemented, as set forth in Sections 10.16.110 through 10.16.150 Article IV, below. (Ord. 1522 § 3, 1990)

F. A Level 6 water supply shortage will be declared when previous water conservation targets have not been met, or the city has determined a reduction in water use greater than 50 percent is required. The following regulations on water use shall be applicable:

1. All of the level 5 regulations, in subsection E, shall continue to be in effect during level 6, and shall be mandatory under a mandatory level 6 declaration.
2. Use of water as deemed to be wasteful, as determined by the public works director, or his/her designee, is prohibited.

Prohibition of nonessential uses of the mandatory conservation policy.

~~—The provisions of this chapter shall apply to all persons using water within the city of San Bruno. Notwithstanding other code provisions inconsistent with this chapter, the provisions of this chapter shall remain in effect until such time the San Bruno city council declares the emergency over. (Ord. 1522 § 3, 1990)~~

~~10.16.050 Nonessential uses of the mandatory conservation policy defined.~~

~~—It is unlawful for any person to use water, from whatever source, for any of the following:~~

~~—A. The watering of grass, lawn, groundcover, shrubbery, open ground crops and trees, in a manner that results in runoff into sidewalks, gutters and streets or during periods of precipitation, or to an extent which allows excess water to run to waste.~~

~~—B. The watering of grass, lawn, groundcover, shrubbery, and trees, between the hours of nine a.m. and four p.m.~~

~~—C. The escape of water through leaks, breaks, or malfunction within the water user's plumbing or distribution system for any period of time within which such break or leak should reasonably have been discovered and corrected. It shall be presumed that a period of ten days after the water user discovers such break, leak, or malfunction, or receives notice from the city of such condition, whichever occurs first, is a reasonable time within which to correct such condition or to make arrangement for correction.~~

~~—D. The use of hoses not having automatic shut-off devices for the washing of cars, boats, trailers or other vehicles.~~

~~—E. The use of water from a hose for the cleaning of buildings, structures, walkways, sidewalks, driveways, patios, parking lots or hard-surfaced areas. The washing of windows or structures with a bucket and squeegee is not prohibited by this chapter.~~

~~—F. The operation of a car wash using water from the city's domestic water system, unless water for such use is recycled.~~

~~—G. The use of water from any fire hydrant unless specifically authorized by permit from the director of public works except by regularly constituted fire protection agencies for fire suppression purposes.~~

~~—H. The use of water to fill, clean or maintain artificial or decorative lakes, fountains or ponds with a capacity of one thousand gallons or more.~~

~~—I. The filling of any swimming pool unless there are extenuating circumstances as determined by the director of public works or his/her designee.~~

~~—J. The service of water in restaurants except upon request by the customer.~~

~~—K. The use of any city water for the flushing of fire hydrants and/or fire-related drills, and water mains unless there is an emergency as determined by the director of public works, the San Bruno fire chief or the San Bruno city manager.~~

~~—L.— The indiscriminate running of water or washing with water than results in flooding or runoff in or on sidewalks, gutters and streets not otherwise prohibited above.~~

~~—M.— Substantial planting or replanting of new landscaping which is not drought tolerant will be prohibited until such time the San Bruno city council has determined that the emergency has passed. For new developments in which water dependent (not drought tolerant) landscaping is required as a use permit condition, the city shall require a cash bond or other form of security subject to approval of the city from the developer in an amount specified which will be placed in an account in which the interest shall accrue to the developer. “Substantial” planting or replanting is hereby defined as planting or replanting in excess of ten percent of the total planted area of the development, parcel, site or lot.~~

~~—N.— Using potable water from whatever source, in construction for dust control, or soil compaction unless reclaimed (or “nonpotable”) water is not available. Vehicles hauling and spraying such water must have standardized signs indicating “reclaimed” or “nonpotable” water.~~

~~—O.— Any other use of domestic water as deemed to be wasteful as determined by the director of public works. (Ord. 1533 § 2, 1991; Ord. 1522 § 3, 1990)~~

~~10.16.060 Water restriction, disconnection or removal.~~

~~—Any person in violation of the provisions of Sections 10.16.040 or 10.16.050 who fails to take corrective action after the first notification of the violation shall be subject to water flow restriction, or disconnection of water service, or removal of water service connection. Upon restriction, disconnection, or removal of water service, a written notice shall be served upon the violator, or conspicuously posted at the entrance to the violator’s premises, and shall state the time, place and general description of the violation and the method by which reconnection or non restriction can be accomplished. (Ord. 1522 § 3, 1990)~~

~~10.16.070 Appeal.~~

~~—Any person who feels that the activity or condition which resulted in the restriction, removal, or disconnection of water service pursuant to this chapter did not constitute a violation of this chapter may appeal to an appeals board that is a subcommittee of the San Bruno water conservation committee, a committee appointed by the San Bruno city council and of members of San Bruno city staff. If the appeals board finds that the activity or conduct did not constitute a violation of this chapter, the reconnection charge will be refunded. (Ord. 1522 § 3, 1990)~~

~~10.16.080 Reconnection.~~

~~Where water service is disconnected, restricted or removed as authorized above, it shall be reconnected, restored or restriction removed upon the correction of the condition or activity. A reconnection charge of one hundred dollars shall be collected before water service can be continued. (Ord. 1522 § 3, 1990)~~

~~10.16.090 Enforcement.~~

~~The director of public works, or his/her designee is responsible for enforcing the provisions of this part. Enforcement and/or penalties of Sections 10.16.160 and 10.16.170 may be used to secure compliance with the above water conservation regulations. (Ord. 1522 § 3, 1990)~~

Article ~~III~~IV. Water Conservation Regulations

~~10.16.100~~ Water ~~rationing~~Rationing Regulations.

~~At the direction of the city council, and upon adoption of a resolution implementing water rationing, a mandatory water rationing program shall be implemented, as set forth in Sections 10.16.110 through 10.16.150, below. (Ord. 1522 § 3, 1990)~~

~~10.16.110-060~~ Prohibition of nonessential uses of water.

Upon the institution of water rationing by the San Bruno city council, it is unlawful for any person, firm, partnership, association, corporation or political entity to use water for nonessential uses, as defined below. (Ord. 1522 § 3, 1990)

~~10.16.120-070~~ Nonessential uses defined, water rationing.

Upon the institution of water rationing by the San Bruno city council, the following uses of water are determined to be nonessential, except as further provided in this chapter:

- A. All uses identified as nonessential in Section 10.16.050 of “Article II—Water Conservation Regulations” of this chapter.
- B. Use of water in excess of the following allocations:
 1. Residential customers: as specified by resolution of the San Bruno city council.
 2. Industrial customers: as specified by resolution of the San Bruno city council.
 3. Commercial, institutional and governmental customers: as specified by resolution of the San Bruno city council.

4. Irrigation and outside water usage customers: as specified by resolution of the San Bruno city council. (Ord. 1522 § 3, 1990)

10.16.130-080 Exceptions.

Written application for an exception or adjustment for water use may be made to the water conservation appeals board public works director. The appeals board public works director, or his/her designee, may:

- A. Grant permits for the use of water otherwise prohibited; or
- B. Adjust the allocations in Section 10.16.120 (B), if it finds that:
 - 1. Failure to do so would cause an emergency condition adversely affecting the health, sanitation, fire protection or safety of the customer, water user, or the public, and
 - 2. The customer or water user has adopted all practicable water-conservation measures;

The appeals board public works director, or his/her designee, may, upon written application, grant permits for the use of water otherwise prohibited or adjust the allotments in Section 10.16.120 (B), if it finds that failure to do so would cause unnecessary and undue hardship to the customer, water user, or the public. (Ord. 1522 § 3, 1990)

10.16.140-090 Excess water use charge.

An excess use charge as determined by resolution of the San Bruno city council will be levied for water used in excess of the allocations specified by resolution of the San Bruno city council. Additional charges may be imposed to compensate for a loss of revenue or to pay an additional cost for the purchase or the provision of water. (Ord. 1522 § 3, 1990)

10.16.150-100 Waiver of excess water use charge.

Written application for an appeal of an excess water use charge may be made to the public works director. A. Upon written application to the appeals board, a customer or water user may appeal an excess water use charge. The public works director, or his/her designee, may:-

AB. The appeals board may wWaive a specific excess water use charge if it finds, based upon facts presented, that sufficient justification is present to allow such a waiver.

GB. A waiver may be gGrant a waiver ed for one or more of the following reasons:

1. Water used in excess of allocation was for the protection of health and/or sanitation or for the protection of property in the case of fire.
2. Water used in excess of allocation was the results of a condition unknown to the customer or water user which has subsequently been corrected to the satisfaction of the city.

~~DC.~~ A waiver shall not be granted unless the customer or water user has adopted and has demonstrated all practicable water conservation measures, nor shall a waiver be granted on the basis of economic hardship. (Ord. 1522 § 3, 1990)

Article IV. Enforcement and Penalties

10.16.060 Water restriction, disconnection or removal.

~~Any person in violation of the provisions of Sections 10.16.040 or 10.16.050 who fails to take corrective action after the first notification of the violation shall be subject to water flow restriction, or disconnection of water service, or removal of water service connection. Upon restriction, disconnection, or removal of water service, a written notice shall be served upon the violator, or conspicuously posted at the entrance to the violator's premises, and shall state the time, place and general description of the violation and the method by which reconnection or non-restriction can be accomplished. (Ord. 1522 § 3, 1990)~~

10.16.070 Appeal.

~~Any person who feels that the activity or condition which resulted in the restriction, removal, or disconnection of water service pursuant to this chapter did not constitute a violation of this chapter may appeal to an appeals board that is a subcommittee of the San Bruno water conservation committee, a committee appointed by the San Bruno city council and of members of San Bruno city staff. If the appeals board finds that the activity or conduct did not constitute a violation of this chapter, the reconnection charge will be refunded. (Ord. 1522 § 3, 1990)~~

10.16.080 Reconnection.

~~Where water service is disconnected, restricted or removed as authorized above, it shall be reconnected, restored or restriction removed upon the correction of the condition or activity. A reconnection charge of one hundred dollars shall be collected before water service can be continued. (Ord. 1522 § 3, 1990)~~

10.16.090110 Enforcement.

The director of public works, or his/her designee, is responsible for enforcing the provisions of this part. Enforcement and/or penalties of Sections 10.16.160 and 10.16.1790 may be used to secure compliance with the above water conservation regulations. (Ord. 1522 § 3, 1990)

10.16.160-120 Enforcement of water shortage conservation emergency regulations and water rationing—Civil.

A. If at any time a customer or water user has violated any provisions regarding “Article III—Water Shortage Emergency Water Conservation Regulations,” or “Article ~~III~~IV—Water Rationing Regulations,” including use of water in excess of the allotments sets forth in Section 10.16.1120(B), the city may in lieu of, or in addition to the penalties provided for in Section 356 and Section 31029 of the California Water Code, install a flow-restricting device on the water service line or disconnect or remove water service. Upon restriction, disconnection, or removal of water service, a written notice shall be served upon the violator, or conspicuously posted at the entrance to the violator’s premises, and shall state the time, place and general description of the violation and the method by which reconnection or non-restriction can be accomplished.

B. Charges for disconnection, or installation of flow-restricting devices and restoration of service or removal of restrictions shall be specified by resolution of the San Bruno city council.

C. Discontinuance of Water Service. The continued violation of water conservation regulations or water consumption in excess of the allocation will result in discontinuance of water service by the city of San Bruno. A charge of one hundred dollars shall be paid prior to reactivating the service.

D. Notices and/or warnings of any violation of this chapter, or of any notice required by this chapter or by state law, may validly be issued by any employee of: the San Bruno water division; the San Bruno police department; the San Bruno finance department; the neighborhood improvement representative; the city engineer; the director of public works; the city attorney; and/or the city manager.

E. In addition to any other enforcement provisions of this section, the city attorney may also seek civil penalties in an amount sufficient to deter such violation, but in no event greater than five thousand dollars for each such violation of this chapter. (Ord. 1522 § 3, 1990)

10.16.130 Appeal.

Any person who feels that the activity or condition which resulted in the restriction, removal, or disconnection of water service pursuant to this chapter did not constitute a violation of this chapter may appeal to the public works director. If the public works director, or his/her designee, finds that the activity or conduct did not constitute a violation of this chapter, the reconnection charge will be refunded. (Ord. 1522 § 3, 1990)

10.16.140 Reconnection.

Where water service is disconnected, restricted or removed as authorized above, it shall be reconnected, restored or restriction removed upon the correction of the condition or activity. A reconnection charge of one hundred dollars shall be collected before water service can be continued. (Ord. 1522 § 3, 1990)

10.16.170-150 Penalties—Criminal.

A. Violation of any provision of this chapter shall be an infraction punishable by a fine not to exceed fifty dollars for a first offense; one hundred dollars for a second violation of this chapter within one year; two hundred and fifty dollars for each additional violation of this chapter within one year.

B. Each day any such violation(s) of this chapter is committed or permitted to continue shall constitute a separate offense and shall be punishable as such hereunder.

C. Such violations may be prosecuted by a criminal complaint filed by the San Bruno city attorney, or by a notice to appear (citation) issued by the San Bruno police department, or by the San Bruno neighborhood improvement representative. (Ord. 1522 § 3, 1990).

INTRODUCED on the _____ day of _____, 2022, and **PASSED AND ADOPTED** by the City Council of the City of San Bruno on this _____ day of _____, 2022, by the following vote:

AYES: Councilmembers: _____

NOES: Councilmembers _____

ABSTAIN: Councilmembers _____

ABSENT: Councilmembers _____

Rico E. Medina
Mayor of the City of San Bruno

ATTEST:

Vicky Hasha
Deputy City Clerk



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 14, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan Grogan, City Manager

PREPARED BY: Qianyu Sun, Director

SUBJECT: Receive the City Manager's Proposed Budget for Fiscal Year 2022-23 and Staff Presentations on Capital Improve Program (Budget Study Session 2)

BACKGROUND:

DISCUSSION:

Tonight's presentation to the City Council will be the second meeting to review the City Manager's proposed operating and capital budget for FY2022-23. The proposed budget includes revenue and expenditure projections for FY2022-23 and a financial forecast/plan through FY2023-27 for all major City funds, including the General Fund, Enterprise Funds, Internal Service Funds, Special Revenue Funds, and other funds as well as the Capital Improvement Program.

The study session tonight will discuss the Capital Improvement Program budget, vehicle and equipment replacement requests and debt services.

At the initial study session held on May 31, the City Council provided questions to staff regarding various items in the budget. Staff is providing answers to Council's questions in the Attachment 1.

Staff plan to request the City Council's formal adoption of the FY2022-23 operating and capital budget at the regular City Council meeting scheduled for June 28, 2022.

The Proposed Budget for FY 2022-23 can be accessed on the City's website at <https://www.sanbruno.ca.gov/ArchiveCenter/ViewFile/Item/155>

FISCAL IMPACT: If approved by the City Council, the budget will determine how the City's financial resources will be appropriated in FY 2022-23.

ENVIRONMENTAL IMPACT: There is no environmental impact.

RECOMMENDATION: Receive the City Manager's Proposed Budget for Fiscal Year 2022-23 and staff presentations on Capital Improve Program.

ALTERNATIVES: No alternatives.

ATTACHMENTS: 1. Answers to City Council's questions during the first study session
2. City Manager's Proposed Operating and CIP Budget for FY 2022-23

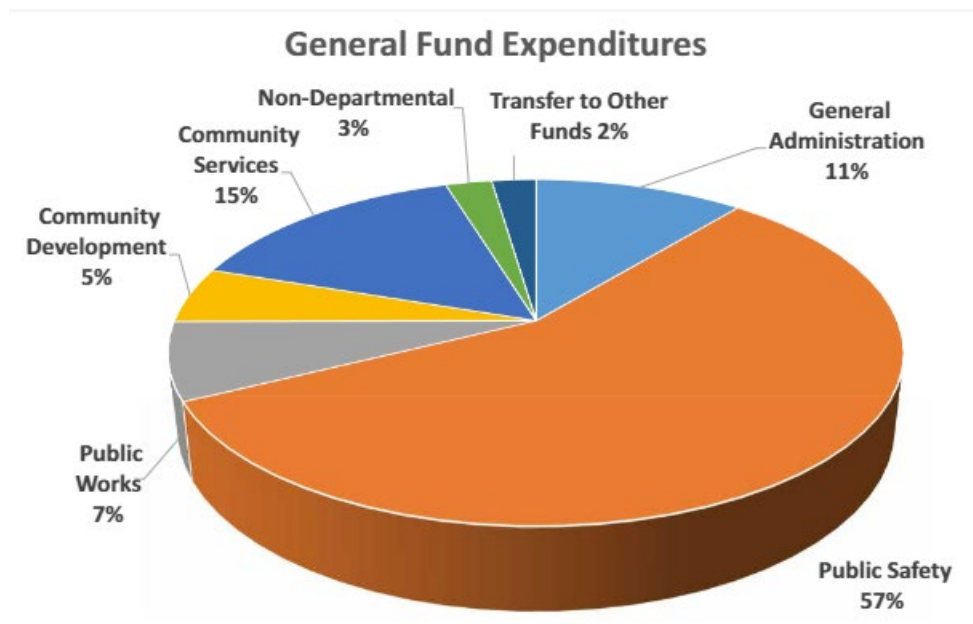
ATTACHMENT 1

ANSWERS TO COUNCIL QUESTIONS FROM 1ST BUDGET STUDY SESSION

1. How do other cities allocate their operation budget?

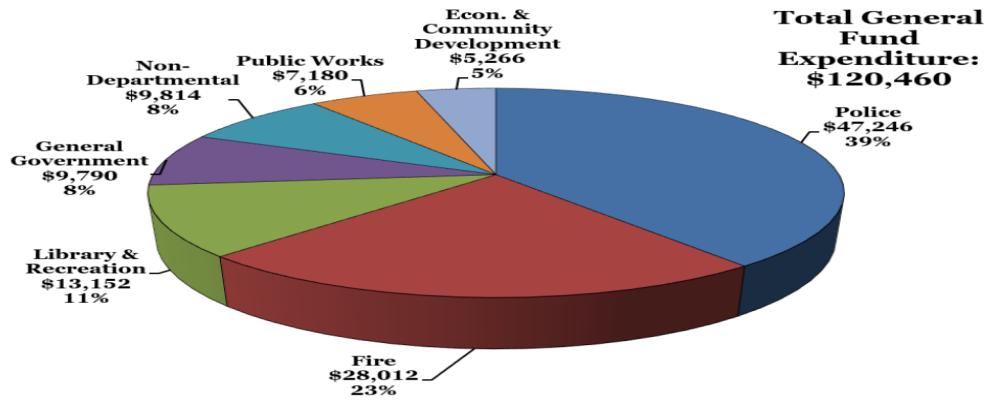
The following charts demonstrate how a few cities in the San Mateo County allocated their General Fund budget in FY 2021-22. The City of San Bruno's expenditure pie chart from the FY 2022-23 Proposed Budget pie chart is shown first for comparison purposes.

San Bruno



Daly City

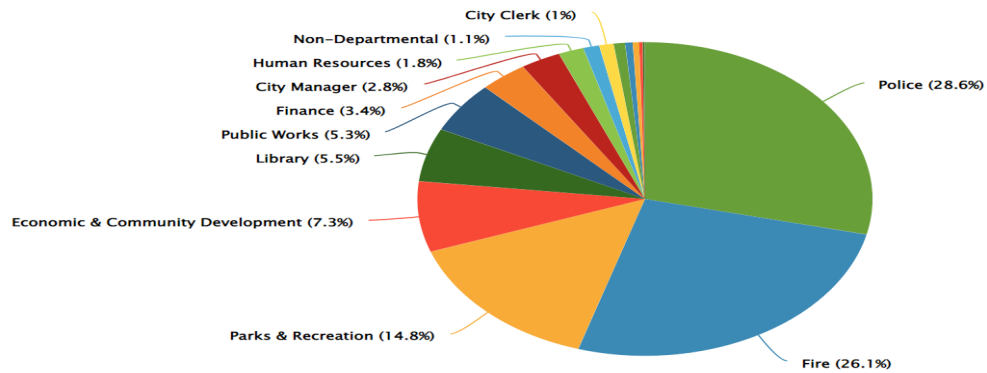
FY 2022 General Fund Expenditures by Department (in 000's)



Note: General Government includes City Attorney, City Clerk, City Council, City Manager, City Treasurer, Finance, and Human Resources

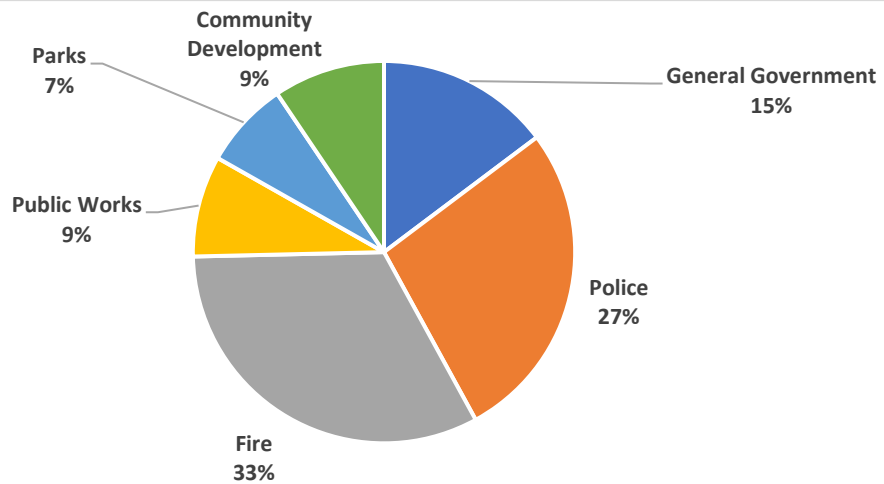
South San Francisco

FY2021-22 Adopted Budget Expenditures by Department

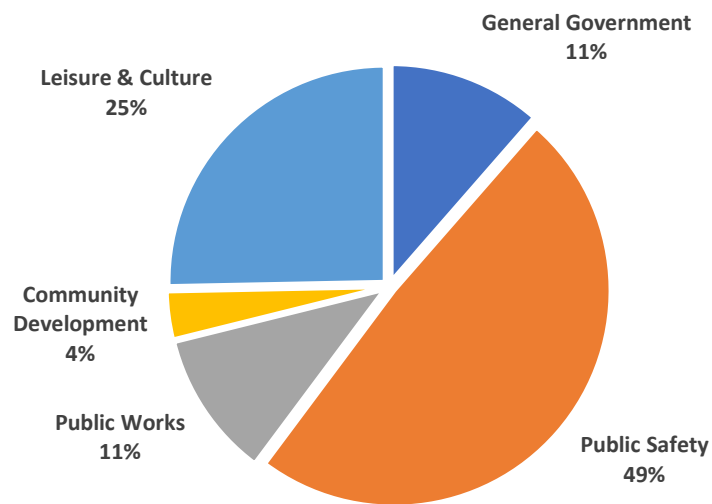


FY2021-22 Adopted Budget Expenditures by Department vs Historical

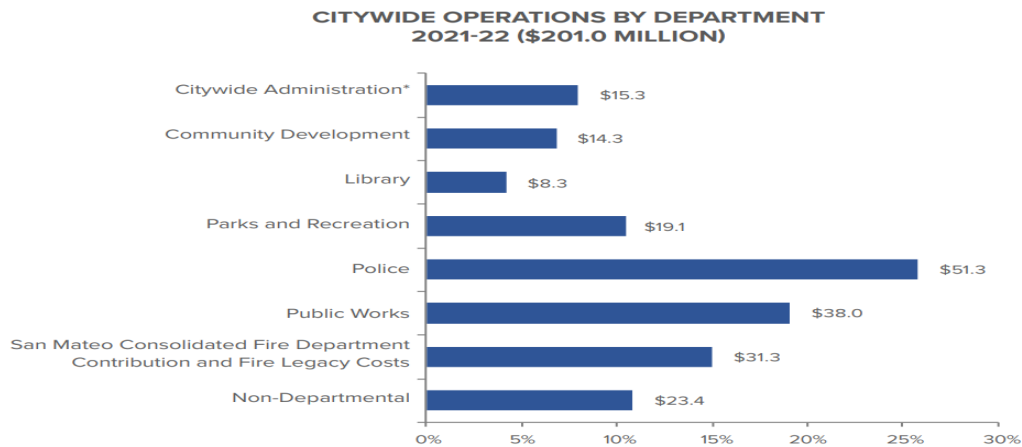
Millbrae



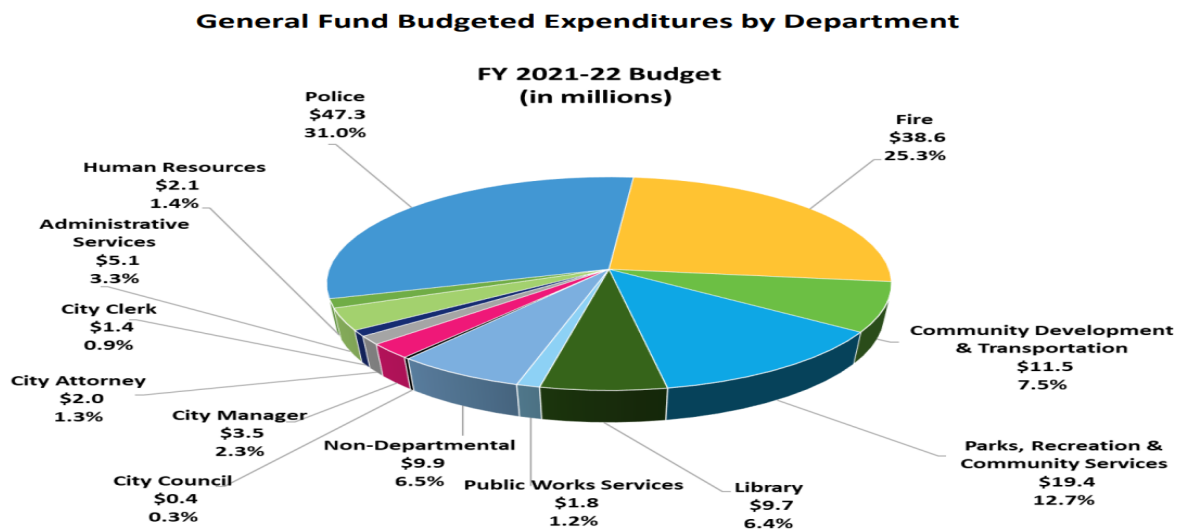
Burlingame



San Mateo



Redwood City



2. Please provide a list of fleet costs and life cycle.

The current fleet inventory including cost and replacement cycle, excluding fire vehicles are shown below. Please note that this information will be updated through the Fleet Utilization and Assessment Study that is proposed to be funded in the FY 2022-23 budget.

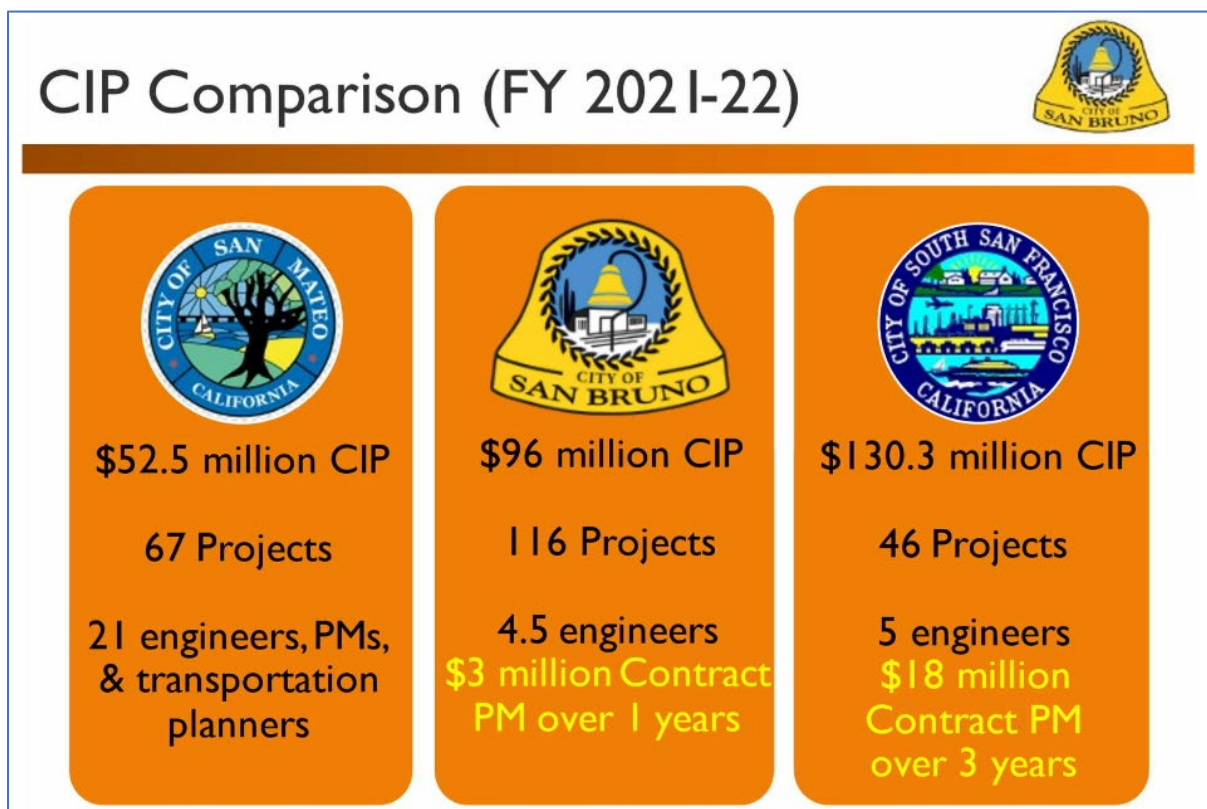
**Vehicle/Equipment Replacement Value &
Suggested Useful Life**

Vehicle Category	Type	Current Inventory	Unit Value	Current Replacement Value	Useful Life Range
Police SUV	Ford Interceptor (Explorer)	18	\$83,000	\$1,494,000	6
Police Sedan	Ford Taurus/Explorer, Command Vehicles	6	\$35,000	\$210,000	12
Police Speciality Equipment	BMW Motorcycle	2	\$35,000	\$70,000	8
Large Vactor	Large Vactor	2	\$420,000	\$840,000	12
Small Vactor	Small Vactor	1	\$400,000	\$400,000	12
Heavy Equipment	Street Sweeper	2	\$220,000	\$440,000	12
Rodder	Rodder	1	\$350,000	\$350,000	12
Utility Truck	Bucket Truck, Water Tank Truck	6	\$110,000	\$660,000	12
Heavy Truck	Ford F-750, 550, 450	7	\$55,000	\$385,000	10
Heavy Dump Truck	International 4700, GM 7500	2	\$65,000	\$130,000	12
Heavy Pick-up Truck	Ford F-350, 250 Expedition	24	\$35,000	\$840,000	10
Light Pick-up Truck	Ford F-150, Toyota Tacoma, Chevrolet S10	3	\$27,000	\$81,000	10
SUV	Ford Explorer, Expedition; Chevrolet Venture	2	\$33,000	\$66,000	10
SUV Hybrid	Ford Escape	14	\$28,000	\$392,000	10
Small Van	Ford transit connect	2	\$28,000	\$56,000	10
Van	Ford E350, Transit - 148" wheelbase	11	\$39,000	\$429,000	12
Charter Bus	Senior Bus	1	\$65,000	\$65,000	15
Large Passenger Vehicle	Ford Flex Crossover Utility (Recreation Services)	1	\$35,000	\$35,000	15
Custom Heavy Truck	Ford F-350, 250 (Parks, Maintenance)	19	\$45,000	\$855,000	10
Custom Light Truck	Ford F-150 (Parks, Maintenance)	4	\$33,000	\$132,000	10
Custom Equipment	Green Machine	1	\$150,000	\$150,000	12
Custom Van	Ford Transit - 130" wheelbase (Facilities)	1	\$29,000	\$29,000	12
Field Equipment	Tractor, Backhoe	4	\$60,000	\$240,000	15
Larger Water Tanker - Parks		1	\$110,000	\$110,000	15

Large Boom - Parks		1	\$305,000	\$305,000	15
(In use; not Reserve)	Streets Bucket Truck, Police D.A.R.E. Vehicle	2			
			136	\$8,764,000	

3. How do other neighboring City's compare in terms of CIP Project by number of projects and overall appropriation?

The CIP comparison amongst other neighboring cities are shown below. One image is from a recent presentation that staff provided to the City Council in regard to contract engineering support.



All cities do not provide a simple summary of their total Capital Improvement Program (CIP) budget (no. of projects, total funding and staffing) in their budget documents. A such, an analysis of the CIP budgets in other neighboring cities could not be conducted and summarized in time for this agenda item, however, below are links to the CIP budget in Millbrae, Burlingame, and Pacifica.

Millbrae Approved CIP Budget (FY21-22) - starts on page 143
<https://www.ci.millbrae.ca.us/home/showpublisheddocument/24955/637711061205800000>

Burlingame Approved CIP Budget (FY22-23) - starts on page 191
<https://cms6.revize.com/revize/burlingamecity/FY2022-23%20City%20of%20Burlingame%20Adopted%20Budget.pdf>

Pacifica Approved CIP Budget (FY21-22) - starts on page 47
<https://www.cityofpacifica.org/documents/Finance/FY21-22%20Budget%20Book%20mx.pdf>

4. Request for additional information to support CED Budget Enhancement.

On May 31, 2022, staff presented Community and Economic Development department (CED) proposed budget enhancements for FY 2022-23. At this meeting, the City Council had questions regarding the Building Division budget enhancements.

Due to staffing changes and additional needs for large developments, CED is requesting \$250,000 contract for Senior Building Inspection services and \$141,960 for In-House Plan Review services. The Building Division organization chart is provided in below with additional information on staffing changes in FY 2021-2022. The division also plans on incorporating a customer survey for the applicants working on obtaining building permits. The survey will assist in ensuring the division addresses feedback and continues to implement the latest regulations prescribed by the California Building Standards Code.

CED Building Division Org Chart			
Position	Vacancy Status	City Staff / Consultant Position	Notes
Chief Building Official	Filled	City Staff	Position filled in October 2022
Building Inspector	Filled	City Staff	Junior level
Building Inspector	Filled	City Staff	Position was filled July – Jan by John Murphy Position was temporary filled by Acting Building Inspector by qualified City Technician Feb-May and officially filled by in June 2022
Senior Building Inspector	1-year Budget Enhancement (adopted in FY 21-22)	Consultant	Budget enhancement for large developments
CED Tech	Admin Leave	City Staff	Administrative leave since September 2021
CED Tech	Vacant	Consultant	City Staff Noah Agius promoted to Building Inspector June 1, 2022.
In-house Plan Examiner	N/A*	Consultant	*Position not available for City Staffing
Off-site Plan Check	N/A*	Consultant	*Position not available for City Staffing

In-house Plans Examiner

The budget enhancement of \$141,960 for In-House Plan Examiner services is based on the aggregate contract amount for the services. In house or over-the-counter (OTC) plan review fees are paid based on the hours the services are rendered. CED plans on utilization an appointment application to schedule the plan review services and to track hours accordingly. If the services are rendered, the applicant would be paying the hourly rate charged by the Consultant. As indicated in the Organization Chart, this position is not included in City staffing. However, there has been an increase in OTC services with smaller projects. The in-house plan examiner services are fully cost recoverable. If services are not needed, the window for the appointment will be decreased and the Consultant would not be paid for services not rendered.

The budget enhancement is separate from the off-site plan review services. Off-site plan review service is charged at 60% of the building, mechanical, electrical, and plumbing permit fee. As this is not a City position, the services are outsourced to consultants. The Consultants charge the City 60-70% of revenue collected by the City. The remaining 30-40% is maintained in the plan review revenue account. The off-site services are also fully cost recoverable, however, it is a different process than the in-house plans examiner budget enhancement.

Building Inspection

CED is also requesting a \$250,000 contract for Senior Building Inspection services. The City is experiencing an increase in development activities which will require more capacity to support field building inspectors for larger and more complex development projects. Table 1 below includes the FY 2021-2022 aggregate contract and revenue generated and the projected FY 2022-2023 proposed contract request and the forecasted revenue.

Table 1: Senior Building Inspection Contract Amount and Revenue

Fiscal Year	Agreement Amount	Revenue
FY 21-22	\$250,000	\$489,005
FY 22-23	\$250,000	\$522,291 (forecasted)

Table 1 also includes Code Compliance fees which were approved for FY 22-23. In FY 21-22, Building Inspectors spent staff time investigating code compliance work in response to complaints. However, the revenue for the stop work or violation investigation was not collected. Additionally, for the next fiscal year, there is an increase in large development projects such as YouTube and RAC, which is referenced in the increased revenue projection. The services for the contract

building inspection services are fully cost recoverable based on the development pipeline.

5. **Request for additional information to recent Organizational Assessment of the Parks Maintenance Division that staff conducted and further details on the proposed staffing changes (enhancement requests) within the Community Services Department's Parks Division.**

See ***Exhibit A*** a memorandum, titled "Parks Organizational Alignment."

6. **Request for additional information regarding Police Department staffing.**

See ***Exhibit B*** a presentation on police staffing that will be presented to the City Council at the June 14, 2022 meeting by Police Chief Ryan Johansen.



Exhibit A

INTEROFFICE MEMORANDUM

CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: June 9, 2022

TO: Jovan D. Grogan, City Manager

FROM: Ann Mottola, Community Services Director

SUBJECT: Parks Organizational Alignment

Introduction

This memo summarizes findings of the recent Organizational Assessment of the Parks Maintenance Division; information on the realignment of staff to functions; and provides information on the new classification that is being proposed to support this organizational change.

Background

The Parks Maintenance Division is one of three functional areas that comprises the Community Services Department. The Division has a staff of 13 FTEs and approximately 2,000 part time hours dedicated to: maintaining all municipal park sites; maintaining street medians along San Mateo Avenue and at other City right of ways; and caring for the City tree inventory.

In the FY 2021-22 budget hearings, Council posed the questions to Staff, “if we provide you with additional (full time) staffing – what more can you do?” At the time, the response was empirically based. There was a reduction in Staff while workloads remained the same. Staff were clearly working diligently every day. As hard as they worked, there were notable deficiencies in service levels – particularly in the areas of median maintenance and upkeep of aging infrastructure items throughout the park system. There were also inefficiencies in the way the Division implemented the Tree Program permitting and worked through SB responds service requests.

To truly manage what we do, we needed to measure it. In the past year, Staff conducted an operational assessment of the Parks Maintenance Division to better understand the metrics of performance of the Division, and to strategize the best way to deliver services under the existing staffing conditions. This task was performed by the Parks Services Manager and Department Director. The assessment included the following:

- Measurement of the current service level of Parks Maintenance
- Comparison of the current service levels against industry standards
- Options for reorganization within the existing FTE footprint to maximize work efficiencies
- Identification of gaps that may require additional resources

Findings of the Recent Parks Maintenance Division Organizational Assessment

There are several key findings of the organizational assessment; and two classification changes recommended as a result of this process. Please note, this does not increase the FTE's – it simply aligns the work more efficiently and assigns the work to the appropriate classification.

These findings of deficiencies and solutions are as follows:

1. **Infrastructure Maintenance** – One of our operational deficiencies is the ability to maintain our aging parks infrastructure. Historically, this work has been performed reactively as our Parks Maintenance teams circulate through the parks performing their landscape maintenance duties. As they come across an infrastructure issue, they take time from landscape maintenance and address the issue, or they report it to the Parks Manager to reassign to a more experienced team member.

Rather than continue the practice of disrupting the park and landscape maintenance function, a team will be created with a Parks Maintenance Worker Lead and a Parks Maintenance Worker I/II responsible for a scope of work to include repair of various items such as irrigation, fencing, signage, sports facilities, drinking fountains, park amenities. This is a standard function in many Parks departments and within the industry is referred to as a "Construction Crew." Given the age of our park system, a dedicated crew will allow us the ability to regularly assess our park system so we can create a structured maintenance plan and proactively work to ensure our infrastructure functions properly and the park experience is safe for our users. The creation of this crew requires conversion of one Parks Maintenance Worker I/II to a Parks Maintenance Worker Lead position.

2. **Tree Program/SB Responds** – Another inefficiency is in the administration of our Tree Program and Accella/SB Responds service requests. These functions are currently distributed between Department Administrative Staff, the Parks Field Supervisor, and Maintenance Workers and often involves field verification of reported conditions – resulting in routine disruptions of the work the Parks Crews are focusing on, creating an inefficient service delivery model.

The work is largely administrative – but also requires knowledge of parks maintenance practices to appropriately assign out work. Converting one of the Parks Maintenance Worker I/II positions to a Community Services Technician I/II – allows the appropriate technical administrative professional to address these processes. It also frees up time of the Parks Field Supervisor – allowing them to have time for better oversight of and participation in field operations. This position is described later in this memo.

3. **Work Efficiencies** – Creating a new Construction Crew to focus on this repair work will allow a more focused service delivery by allowing the two existing Park & Landscape Maintenance Crews to focus on the daily landscape and softscape work in our parks.

A time and task study also demonstrates that reorganizing work in this manner also allows time to increase the effort directed towards median maintenance. Median maintenance is a bit more complex to manage. Many tasks require up to four Staff for safety protocols.

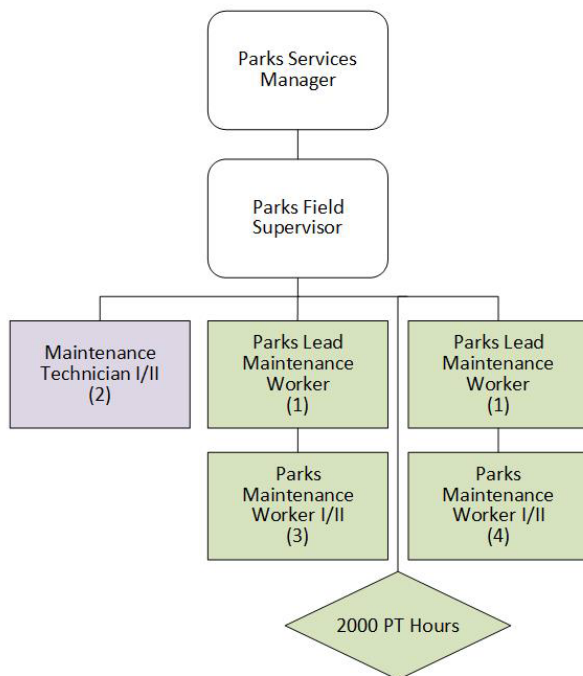
June 9, 2022

While this realignment does not create a dedicated median crew, it does create more efficiencies of time so that more time can be assigned to median maintenance on a regular basis. While this is not a perfect solution, Staff recommends working with this new structural model for the next year to see if there are measured improvements prior to making any recommendations for additional resources.

Staff is proposing a new structure that creates an intentional alignment with three distinct areas of work: Park and Landscape Maintenance, Construction (Maintenance and Repair), and Tree Maintenance. There is also a technical administrative position added to the Division to appropriately take on work that disrupts efficiency of work in the field that is discussed later in this memo.

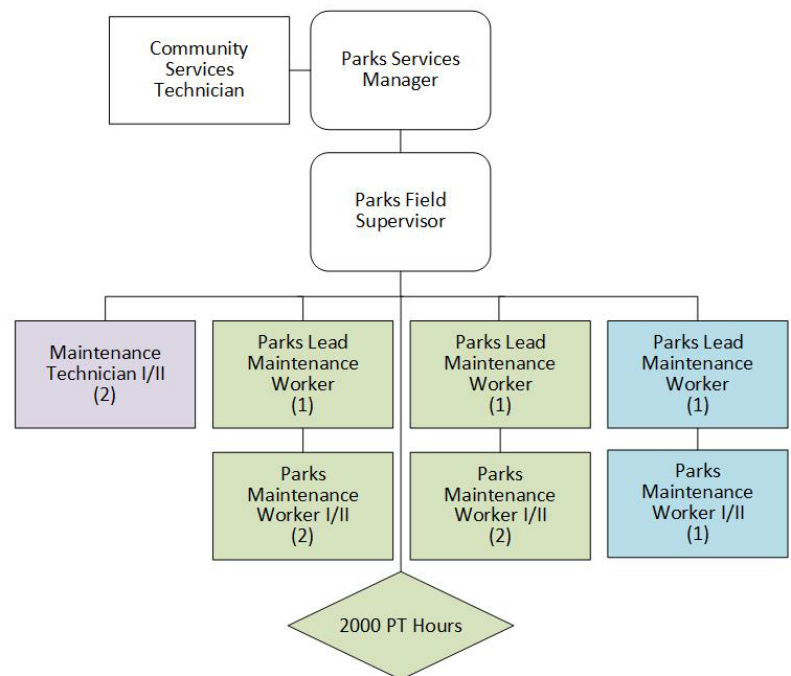
The following two organization charts depict the Parks Maintenance Division in its current structure, and the realignment based on the operational assessment.

PARKS DIVISION ORG CHART | EXISTING



TREE CREW (2 FTE'S)	PARK & LANDSCAPE MAINTENANCE (8 FTE'S)		
Tree Removal Pruning Planting Median Work Program Support	Picnic Areas • Shelters, BBQs, Picnic Table Prep and Cleaning Parks • Mowing, Edging and Blowing • Restroom Servicing Playground Surrounds	Sports Fields • Field Prep • Bleacher, Dugout Prep and Cleaning Sports Courts • Litter Removal • Blowing Litter Removal Graffiti Removal	Inspection, Maintenance, Repair of: • Playgrounds • Sports Fields • Sports Courts • Park Amenities • Irrigation Median Work Program Support

PARKS DIVISION ORG CHART | PROPOSED



TREE CREW (2 FTE'S)	PARK & LANDSCAPE MAINTENANCE (7 FTE'S)	CONSTRUCTION (2 FTE'S)
Tree Removal Pruning Planting Median Work Program Support	Picnic Areas • Shelters, BBQs, Picnic Table Prep and Cleaning Parks • Mowing, Edging and Blowing • Restroom Servicing Playground Surrounds Program Support	Sports Fields • Field Prep • Bleacher, Dugout Prep and Cleaning Sports Courts • Litter Removal • Blowing Litter Removal Graffiti Removal Median Work
		Inspection, Maintenance, and Repair of: • Playgrounds • Sports Fields • Sports Courts • Park Amenities • Irrigation Median Work Program Support

The table below provides a topline summary of hours of work per function and compares the proposed work effort with the current service delivery level. The column on the left is the proposed distribution of work hours per functional area of work under the realignment plan. The middle column are actual hours of work per function this fiscal year. It also includes an “Optimal” level of service based on industry standards in park maintenance operations.

A note about the current FY 2021-22 work hours: While there are 11 field staff and 2000 PT hours in this current FY budget, the Department had challenges recruiting to fill vacancies. We also had an unprecedented year of absences due to injury and illness. As a result, we averaged 8 – 9 FTE’s per month. The Department effectively maintained the same level of service as it provided in FY 2020-21.

As we end fiscal year 2021-22, we have staffed our part time positions and one of the two vacant full-time positions, positioning us to embark on the new operational plan fully staffed, except for the new classification that will need to be recruited.

FUNCTIONAL WORK AREA	Proposed FY 2022-23	Current FY 2021-22	Optimal
Construction	3,992	2,356	4,332
Park and Landscape Maintenance	10,946	8,902	14,078
Tree Maintenance	2,684	2,568	3,652
Median Maintenance	2,962	1,834	3,762
Program Support	316	316	316
TOTAL HOURS	20,900	15,976	26,140
TOTAL FTE'S	11.26	8.61	14.08

Table 1. Comparison of Hours of Work per Function

Classification Changes

To realign the structure of the Parks Division so the right resources are aligned with the right work, Staff has submitted a budget enhancement to support two classification changes.

- The first change is to convert one of the existing Parks Maintenance Worker I/II’s to a Parks Maintenance Lead. This Lead position will be responsible for the Construction (Maintenance and Repair) function for the Division.
- The second change is to convert one of the Parks Maintenance Worker I/II’s to a Community Services Technician. This position will be responsible for the administration of our Tree Program and Accella/SB Responds service requests. This creates an efficiency by centralizing a function currently spread throughout the Parks and Administration Divisions.

These changes can be made without any increases to the FTE's in the Parks Maintenance Division. The table below shows the budgeted positions in this fiscal year, and the proposed change in the FY 2022-23 budget. There are 13 full time and 2000 part time hours in both fiscal years.

CLASSIFICATION	FY 2021-22	FY 2022-23	NET CHANGE
Parks Services Manager	1	1	0
Parks Field Supervisor	1	1	0
Lead Parks Maintenance Worker	2	3	+1
Parks Maintenance Worker I/II	7	5	-2
Maintenance Technician – Trees	2	2	0
Community Services Technician	0	1	+1
2000 Part Time Hours = 1 FTE	1	1	0
TOTALS	14	14	0

Table 2. Park Maintenance Division FTE's by Classification

Community Services Technician

The primary function of the newly created classification of Community Services Technician is to shepherd community members through the tree permitting process and verifying information brought to the City for review and response; and to manage the SB Responds/Accela service requests.

In the recent budget hearing on May 31, 2022, Council asked if this position was similar to the Maintenance Technician or Facilities Technician classifications. The position is not. There are distinct classification differences. It is more aligned with the Community Development Technician or Engineering Technician in that the classification provides administrative support to technical processes. (Please see the attached DRAFT Community Services Technician classification specification for a full description of the position.)

This classification change has impact beyond the Parks Maintenance Division. The Community Services Technician will be assigned work related to the Tree Permit process and SB Responds currently performed by the Executive Assistant assigned to the Administration Division. The Community Service Technician will also support more typical administrative functions (payroll, accounts payable). This reassignment of work will allow time for the Executive Assistant to focus on complex administrative work required of the effort to open the Recreation and Aquatic Facility.

Attachments:

- DRAFT Community Services Technician Classification

Exhibit A

City of San Bruno

COMMUNITY SERVICES TECHNICIAN I/II

CLASS TITLE:

FLEX ENTRY

DEFINITION:

To perform a variety of routine, and complex clerical, administrative, and technical work in support of the Parks Maintenance Division of Community Services; to process and review of community service requests; and to review and prepare Tree Program permit applications.

DISTINGUISHING CHARACTERISTICS:

Community Services Technician I - This is the entry level class in the Community Services Technician series. Positions in this class typically require little directly related work experience. The Community Services Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under close supervision while learning job tasks, progressing to relatively less supervision as procedures and processes of assigned area of responsibility are learned.

Community Services Technician II - This is the journey level class in the Community Services Technician series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive relatively less instruction or assistance and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, otherwise meets performance standards, and any assessment requirements to move to the II level.

SUPERVISION RECEIVED AND EXERCISED:

Community Services Technician I

Receives immediate supervision from an assigned supervisor or manager.

Community Services Technician II

Exhibit A

Receives general supervision from an assigned supervisor or manager.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Answers questions regarding general parks information, tree and park ordinances, SB Responds, at the counter, via email, or on the phone, or site visits to verify requests
- Processes tree program permit applications by accepting the application, checking for accuracy and completeness, calculating fees, routing to appropriate review staff, monitoring application progress for status reports, and preparing permits for issuance.
- Maintains accurate and timely records of the permit process; inputs, maintains, and compiles a variety of data on permitting activities, such as the number of permits, permit fees, review time, problem areas, conditions imposed, actions taken, etc.
- Processes SB Responds service requests by reviewing the request, routing to appropriate review staff, and monitoring progress of the request for status reports.
- May serve as the Recording Secretary for the Parks and Recreation Commission, and for other meetings as assigned.
- Prepares, maintains, and stores records, files, and logs related to permit issuance, and activity related to SB Responds service requests.
- Performs research on codes, and ordinances; research problems and complaints regarding commercial, and residential buildings, building construction, and code compliance.
- Assists in the resolution of complex and sensitive customer service issues, either personally, by telephone, or in writing; maintains records and documents of customer service issues and resolutions.
- Perform a variety of general office support duties such as typing, word processing, proofreading, filing, verifying numbers, data input, and other related duties as assigned.
- Process incoming invoices and payment requests, verifying correctness and authorizations, inputting payment data.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Respect and is sensitive towards the cultural and ethnic diversity of the community.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS:

Community Services Technician I

Knowledge of:

- Research methods to determine property titles and boundaries through evaluation of City GIS maps and County Assessor maps.

Exhibit A

- City policies and ordinances necessary to carry out the responsibilities and requirements of this job class.
- Basic techniques of program and project management.
- Contract preparation and tracking.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Work effectively with Parks Maintenance Staff, contract service providers, property owners, and the general public.
- Read and understand property maps.
- Explain applicable laws, codes and regulations.
- Work under stressful conditions with frequent interruptions.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Possession of the equivalent to an Associate's degree from an accredited college or university with major coursework in horticulture, landscape design, environmental studies, planning, public administration, or a closely related field; and one (1) years of progressively responsible experience in a horticulture, landscape design, environmental studies, planning, public administration, general construction, park maintenance, or another field of study applicable to the responsibilities and requirements of this job class.

Exhibit A

Community Services Technician II

In addition to the qualifications for the Community Services Technician I:

Knowledge of:

- Methods of program and project management.

Ability to:

- Progressively assume more complex responsibilities and demonstrate an understanding of advanced principles, practices, and techniques related to assigned duties.
- Assume responsibility for program and project management.

Education and Experience:

One (1) additional year of progressively responsible experience in a horticulture, landscape design, environmental studies, planning, public administration, general construction, park maintenance, or another field of study applicable to the responsibilities and requirements of this job class.

Special Requirements:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Working Conditions:

Work is performed in office settings and in the field. Office work is performed in an office setting with frequent interruptions, deadlines, complaints, and peak workload periods. Outdoor work is required for gathering information related to service requests submitted by community members. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually quiet in the office and may be moderate to loud when in the field.

Response to Council budget questions regarding Police Department staffing

Chief of Police Ryan Johansen



Background

- May 31st Council Meeting
- Police Department staffing = key budgetary challenge
- Council requested more information
 - Police Department staffing over time
 - Population and other changes over time
 - What is the appropriate staffing level
 - Staffing in other cities



Exhibit B

Population and Staffing Over Time

Year	Approx. Population	Sworn Officers
1975	36,000	57 (all General Fund)
1980	36,000	57 (all General Fund)
1990	39,000	57 (all General Fund)
2000	40,000	55 (54 General Fund)*
2010	42,000	48 (45 General Fund)**
Present	45,000	46 (40 General Fund)***

* 1 position funded by grant (COPS)

** 3 positions funded by grant (COPS)/cost recovery agreement (Tanforan)

*** 6 positions funded by grant (COPS)/cost recovery agreement (Tanforan/Artichoke Joe's/YouTube)

1975 to present...

≈ Increase in live-in population

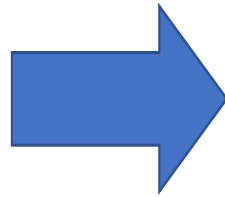
25%

≈ Increase in daytime population

48%

≈ New residences

1,600



≈ Decrease in Police Officers

19%

≈ Decrease in General Fund Officers

28%

Determining Appropriate Staffing Level

Exhibit B

- 5 traditional methods

- Crime rates/trends
- Per-capita
- Minimum viable staffing
- Authorized/budgeted levels
- Workload-based

} *San Bruno closest to a hybrid of these two*

*Modern policing calls for a more integral approach
that considers multiple factors, such as:*

- **Population**
- **Crime Rates/Trends**
- **Area type (urban vs. rural, immediate and surrounding)**
- **Workloads**



Some Crime Rate Comparisons

City	Violent Crimes per 100k	Property Crimes per 100k
San Bruno	318.7	2630.7
South SF	243.2	2174.3
Millbrae	128.5	1849.9
Pacifica	202.9	1368.8
San Mateo	250.9	2091.1
Redwood City	216.2	1536.1

Exhibit B

Some Staffing Comparisons

City	Population per Officer	SBPD Officers at same ratio
San Bruno	978/1	N/A
South SF	750/1	60 (Δ 15)
Pacifica	900/1	50 (Δ 4)
San Mateo	887/1	51 (Δ 5)
Redwood City	875/1	52 (Δ 6)
San Francisco	408/1	110 (Δ 64)
Los Angeles	390/1	115 (Δ 69)

Exhibit B

According to the FBI, the national average ratio of officers to population in municipal cities...

2.4 per 1,000

If San Bruno met this national average...

108 Sworn Police Officers

More than 2.5x our current staffing

—
Thank-you.

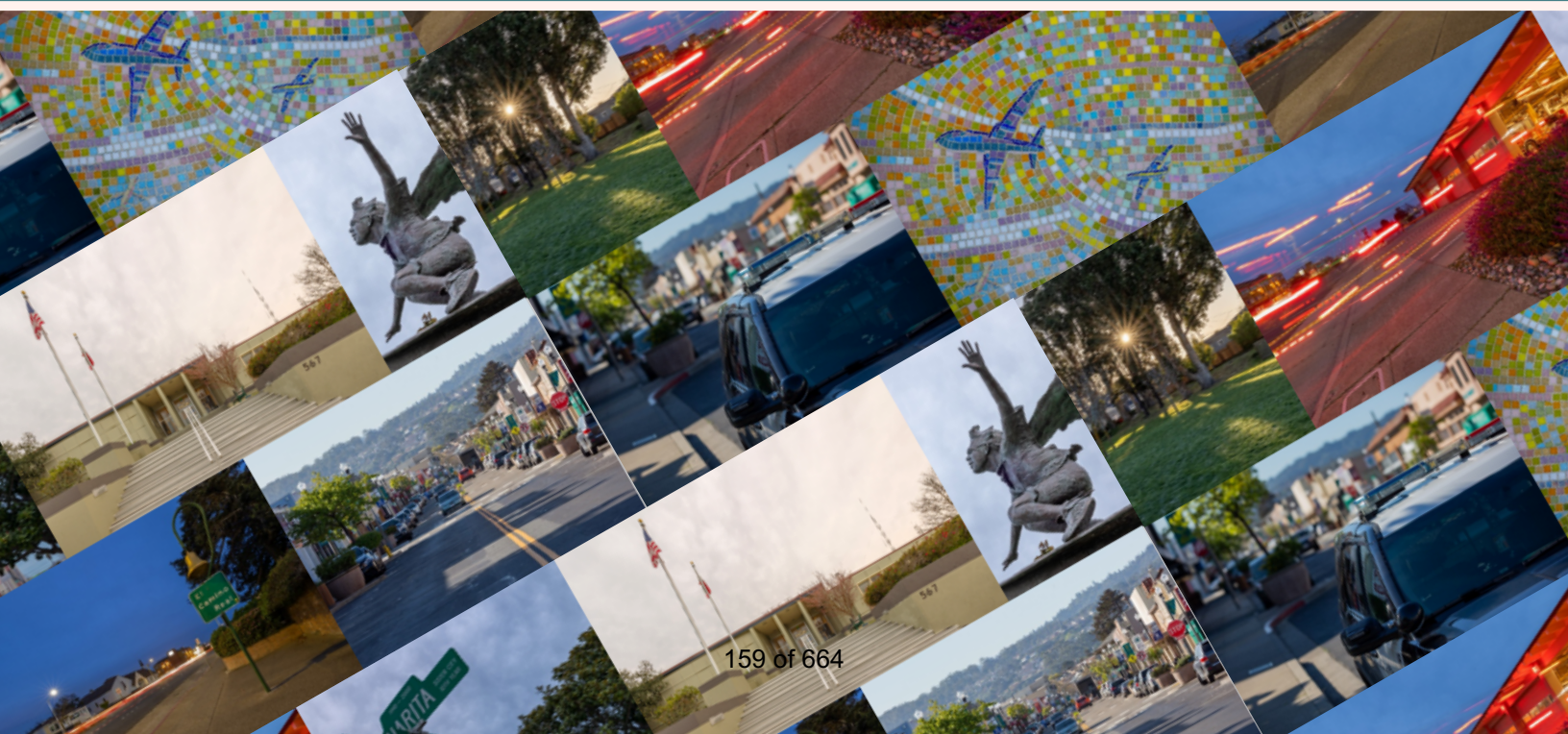
Questions?





Fiscal Year 2022-23 CITY MANAGER'S PROPOSED Operating and Capital Budget

Prepared by the San Bruno Finance Department



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Table of Contents

Proposed FY2022-23 Operating and Capital Improvement Program Budget

City Manager's Message	A1
Service Enhancement	B1
City and Community Information	C1
Financial Summaries	
Summary of Funds	4
General Fund - Operating	6
Enterprise Funds	9
General Fund - Reserves	13
Internal Service Funds	21
Special Revenue Funds	25
Capital Project Funds	38
Personnel Summaries	41
General Fund	
City Council	53
City Clerk	61
City Manager	73
City Attorney	81
Human Resources	89
Finance	97
Police	107
Fire	115
Public Works	127
Administration & Engineering	131
Streets Maintenance	135
Community and Economic Development	143
Planning	147
Building Inspection	153
Community Services	159
Recreation	163
Parks Maintenance	167
Senior Services	171
Library Services	175
Non-Departmental	181

Enterprise Funds

Water	189
Wastewater	195
Stormwater	201
CityNet Services	207

Internal Service Funds

Central Garage	219
Building & Facilities	223
Information Technology	229
Self Insurance	237
Workers' Compensation	
General Liability	
Unemployment Insurance	

Special Revenue Funds

In-Lieu	247
Area Agency On Aging	249
Police Asset Forfeiture	251
Solid Waste	253
Restricted Revenues	256

Capital Improvement Program

Financial Summaries	
FY2021-25 CIP Program Funding Summary	263
FY2021-25 CIP Five-Year Summary by Project Category	264
FY2021-25 CIP Five-Year Summary by Funding Source	265
FY2021-25 CIP Five-Year Summary by Project	266
Water Capital	
Program Guiding Policies and Summary by Project and Funding Source	275
Project Description	276
Wastewater Capital	
Program Guiding Policies and Summary by Project and Funding Source	293
Project Description	295
Stormwater Capital	
Program Guiding Policies and Summary by Project and Funding Source	303
Project Description	304
CityNet Capital	
Program Guiding Policies and Summary by Project and Funding Source	311
Project Description	312
Parks Capital	
Program Guiding Policies and Summary by Funding Source	315

Summary by Project	316
Project Description.....	317
Fire Capital	
Program Guiding Policies and Summary by Project and Funding Source.....	325
Project Description.....	327
Police Capital	
Program Guiding Policies and Summary by Project and Funding Source.....	331
Project Description.....	332
Facilities Capital	
Program Guiding Policies and Summary by Funding Source	337
Summary by Project	338
Project Description.....	339
Streets Capital	
Summary by Funding Source	353
Program Guiding Policies and Summary by Project	354
Project Description.....	355
Technology Capital	
Program Guiding Policies and Summary by Project and Funding Source	389
Project Description	390
Unfunded Priorities	
Summary of Unfunded Priorities	399
Project Description.....	400
Equipment Purchase	
Funding Summary	409
Vehicle Replacement	411
Debt Service	
Debt Obligation Information	421
Debt Obligation Summary	423
Appendix	
Glossary of Terms	427
ARPA Fund	
ARPA Funds	437

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Jovan D. Grogan
City Manager

CITY OF SAN BRUNO
OFFICE OF THE CITY MANAGER

May 31, 2022

Honorable Mayor and Members of the City Council:

It is my privilege to transmit the Proposed Fiscal Year (FY) 2022-23 Operating and Capital Improvements Program (CIP) Budgets for your review, consideration and action to approve.

This transmittal letter provides a comprehensive overview of the Proposed Budget and presents a fiscal summary of the projected results (referred to as “estimated actuals”) for the current fiscal year (FY2021-22) as well as a multi-year forecast for the primary accounts (referred to as “funds”) for the City’s operating budget. Funds and forecasts for the Capital Improvement Program can be found in the Proposed Budget Book. The Proposed Budget was presented for City Council budget deliberations on the following dates and times:

Date	Meeting Start Time	Subject	Purpose
May 31	5:00 pm	Proposed Budget Hearing, 1 st Session	Review and Discussion
June 1	5:00 pm	Proposed Budget Hearing, 2 nd Session	Review and Discussion
June 14	7:00 pm	Budget Adoption	Deliberation and Action

The remainder of this letter is organized into the following sections:

- Executive Summary (pg. 1)
- FY2022-23 Budget Overview (pg. 2)
- FY2022-23 General Fund Operating Budget (pg. 5)
- Long-Range Financial Forecast (pg. 14)
 - General Fund
 - Enterprise Funds
- Internal Service & Equipment Reserve Funds (pg. 23)
- Capital Improvement Program (pg. 23)
- Service Level Enhancements (pg. 25)
- Conclusion & Acknowledgements (pg. 26)

EXECUTIVE SUMMARY

Even as the pandemic continued, the City of San Bruno saw gradual economic recovery in FY 2021-22. With the federal assistance (\$10.2 million) from the American Rescue Plan Act (ARPA), the City was able to aid the San Bruno small business communities and restore some city service. Nine previously frozen positions were restored and nine new positions were added to the City team. ARPA fund is expected to exhaust by December 31, 2024.

With no significant revenue increases sustaining on the horizon, the FY 2022-23 proposed budget is developed with a zero-growth philosophy and maintains the City's status quo as the current fiscal year with inflation adjustments to supplies and services. Staff has included provisions for pending labor negotiations in the proposed budget based on the Council's authorization. Rectified labor agreements are reflected in the budgetary forecasts.

Due to the restraint of revenue resources, limited service enhancements are requested for FY 2022-23. For illustration purpose, the service level enhancements are listed in a separate section in the Proposed Budget document. Record high inflation and tight labor market are the biggest road blocks the City faces at this time. Restoring services to the pre-pandemic level will take a longer time than previously anticipated.

The City has many immediate needs and the backlogs are long. COVID-19 worsened the City's financial status. The road to full economic recovery in San Bruno will be long and windy. The City may experience additional revenue shortfalls in the next few years. Our larger plans to enhance the City organization as well as the services and programs that we provide to the community will take much longer time to implement than we had originally thought.

City staff continue to track and support efforts for financial support from the Federal and State governments to local government. That said, should a version of the bill become law and include direct support to the City of San Bruno, that action will necessitate a change to the City's budget and may reduce the number and/or extent of the budget reduction strategies. Notwithstanding this potential support, the City retains the responsibility to adopt a balanced budget.

As we proceed through the development of the FY2022-23 budget and embark on the year ahead, staff will continue to make progress on current financial initiatives as well as adjust the scope of the project to meet the new challenge that is before us.

FY2022-23 BUDGET OVERVIEW

The proposed budget reflects the City Council's ongoing conservative fiscal policies and the priorities identified through the City Council's goal setting and budget/revenue policy discussions. The Proposed Operating Budget for all General Fund Departments and for the City's Enterprise Funds outlines important initiatives included in the coming year's work program and a financial plan to accomplish key City objectives. The budget provides a comprehensive overview of the City's organization, operations, anticipated revenues and projected expenditures to support operations and projects. It is intended to serve as a strategic tool to communicate, implement and monitor the City Council's direction and priorities for delivery of programs and services.

The Capital Improvements Program Budget outlines an aggressive work program of 93 projects and funding strategies that are intended to assure necessary repair and improvement to the City's facilities and infrastructure that support the delivery of all City programs and services. This year, a specific focus was applied to budgeting for projects that will be started and/or completed in the coming fiscal year. This allows for a more accurate projection of expenditures and is also an illustration of the fact that staff plans to allocate time to make progress on current/open projects that were funded in prior years. This year, staff also reviewed the various funding

sources available to fund the capital improvements and leveraged state, county and grant funding sources to their fullest extent to ensure the City retains adequate available funds in the City's General Fund Capital Reserve Fund in case those resources may be needed for other purposes.

As in previous years, the budget proposes some changes and enhancements to improve operational efficiency and to effectively address operational challenges and certain areas of community priority. A complete list of proposed program and service enhancements and other changes for FY2022-23 is presented in a separate section.

Each departmental section of the Operating Budget outlines specific work program objectives and goals that support the City's overarching priorities established by the City Council to move the community forward in several important directions. These priorities were most recently discussed by the City Council during the City Council's May10, 2022 Strategic Planning and Goal Setting Session and include:

- Implementation of the Transit Corridor Vision to Revitalize Downtown and Commercial Corridor;
- Assure Rehabilitation & Replacement of Critical Community Facilities and Infrastructure;
- Grow City Revenues to Assure On-Going Fiscal Stability and Economic Vitality;
- Continue to Strengthen Community Connections and Engagement;
- Protect and Improve Community Aesthetics and Safety;
- Continue Proactive Planning for the Future of San Bruno; and
- Organizational Health and Employee Success.

With these initiatives continuing in place, the coming year's work program expressed through the Operating and Capital Improvements Program Budgets, builds upon the progress achieved in prior years and is focused on an organizational commitment for delivery of services consistent with community needs and expectations and a shared vision for the community's future and vitality.

Over the past year, the City made major steps forward in all areas of the City's operation that directly address the City Council's established long-term objectives. These accomplishments set the foundation for continuing City progress. Some of these accomplishments have game changing potential for the community. Just a few of the many accomplishments the City has achieved in the past year are listed below.

- **Constructing a New Recreation and Aquatic Center:** For a few years, key department staff have been collaborating as an internal advisory committee to work with the architecture firm (Group 4) and Construction Management Firm (Griffin Structures) in progressing the new Recreation and Aquatics Center (RAC) Project through design and development of construction drawings and California Environmental Quality Act (CEQA) review. The new facilities will replace Veterans Memorial Recreation Center and the adjacent community swimming pool that have served generations of San Bruno residents for over six decades. The San Bruno Community Foundation has pledged \$50 million in restitution funding to turn the community's vision into reality over the next three

years. The City has selected a contractor to construct the building and the project is expected to complete in 2023.

- **Implementation of the Transit Corridors Plan:** The coming year will see modern transit-oriented residential and commercial project begin construction directly across the street from Caltrain at 111 San Bruno Ave. to anchor the northern gateway to downtown. The City is also working with the developer to bring the Mills Plaza project between El Camino Real and Linden Ave back to the City Council for consideration. This project will begin transformation of the community's commercial corridor and downtown consistent with the City's adopted Transit Corridor Plan.
- **Water and Sewer Infrastructure Maintenance:** As part of the City's ongoing aggressive water and sewer infrastructure replacement and improvement program, the City completed full replacement of the underground water and sewer mainlines throughout the City. These projects were delivered on time and within budget and were completed with minimal disruption to business activity in the downtown and other areas throughout the City and will assure reliable service to an area previously impacted by service failures due to aged, damaged, and deteriorating underground pipelines.
- **Bayhill Specific Plan:** The Bayhill Office Park houses Walmart.com and YouTube, two of the City's largest employers. The Bayhill Specific Plan includes office space expansion, creation of a private multi-modal transportation hub and a housing overlay in areas permitted.
- **Fiber-to-the-Home in Large Multi-unit Developments:** Installation of a new state-of-the-art Fiber-to-the-Home (FTTH) network at the Shelter Creek, Peninsula Place and Crystal Springs Terrance apartment multi-family complexes has shown positive results with a 68% subscriber penetration. FTTH offers a strong, reliable network and data speeds of up to 1 gigabyte available to over 2,400 residences in San Bruno. During the coming year the City Council will need to determine whether to continue this initiative or to pursue an alternative strategy for the future of San Bruno CityNet Services.
- **YouTube Development:** The development plan for YouTube was submitted in April 2019 and it is being reviewed and processed. The plan will build 440,000 square feet of new office space on an existing surface parking lots adjacent to existing buildings at 900 and 1000 Cherry Avenue.
- **Sale of the Crossing Property:** Last year, the City was approached by Cardinale Auto Group with a proposal to develop and construct a new Hyundai/Genesis dealership on the Crossing Property. Following a series of negotiations, the City and Cardinale have agreed on a Purchase and Sale Agreement in April 2021, which will return over \$5 million to the City, netting a profit of approximately \$3.6 million. Once the dealership is built and fully operational, it is estimated to generate \$1 million annually in sales tax, plus property tax on new assessed value.
- **Reimaging Tanforan:** Online shopping altered consumer behavior and contributed to the decline of brick-and-mortar shopping centers. The Shops at Tanforan, like many other shopping centers, have seen reducing consumer traffic over the years. COVID 19 pandemic further worsened the outlook of Tanforan. In early 2022, Alexandria Real

Estate bought the 44-acre Tanforan shopping center cite. A master plan of a modern, mixed-use development plan is under making to include officers, hotels, retail, entertainment and a minimum of 1,000 housing units.

FY2022-23 GENERAL FUND OPERATING BUDGET

The General Fund is the primary source of funding to support most of the services citizens commonly associate with local government. These include public safety, recreation, general administration and maintenance of parks and infrastructure. The General Fund is primarily comprised of tax-generated revenues including property taxes, transient occupancy (hotel/motel) tax, business license tax, and sales tax. These revenues collectively comprise over 50% of total General Fund revenues.

The FY 2022-23 Proposed General Fund Budget projects approximately \$54.9 Million in operating revenues and \$55.5 million in operating expenditures, resulting a deficit of \$0.6 million. To balance the General Fund budget, staff recommend the following strategies to address the deficit.:

Utilize Available Fund Balance in the General Fund (\$634,799): The proposed budget includes the use of available fund balance in the General Fund in order to balance the budget. The proposal will leave the projected ending FY2022-23 fund balance at \$7 million. Although the fund balance is greater than required (\$1.5 million), staff expects to reserve a portion of the fund balance for pending result of CDTFA's review on sales tax distribution as of June 30, 2022. The reserve is estimated to be around \$3.5 million at this time. Staff will update the estimated reserve after all year end accrual entries are recorded.

The following table summarizes proposed General Fund revenues and expenditures compared to the prior year, after adopting the above-mentioned budget balancing strategies.

General Fund Summary	FY2021-22 Adopted Budget	FY2021-22 Amended Budget	FY2021-22 Estimated Actual	FY2022-23 Proposed Budget
Beginning Fund Balance	\$5,485,682	\$5,485,682	\$5,485,682	\$7,663,890
Revenue	49,767,229	50,916,429	53,046,107	54,885,106
Expenditure	50,851,490	52,220,208	50,897,899	55,519,905
Surplus (Deficit)	(1,084,260)	(1,303,779)	2,148,208	(634,799)
Ending Fund Balance	\$4,401,422	\$4,181,904	\$7,663,890	\$6,999,092

The table below compares the General Fund Reserve balances against their policy targets:

Reserve Type	Reserve Policy Target	FY2021-22 Estimated Ending Balance	FY2022-23 Budget Ending Balance
General Fund	\$1,500,000	\$7,633,890	\$6,999,092
General Fund Reserve	25% of annual, budget expenditures	12,338,243	12,338,243
General Fund Capital Reserve	Goal of \$5,000,000	8,008,194	27,902,597
Emergency Disaster Fund	Target of \$3,000,000	2,831,450	2,841,450
Total		\$30,811,777	\$50,081,381

Although General Fund Reserve and Emergency Disaster Reserve are projected to be behind their respective targets, there are excess balances in other reserve accounts. Staff typically make fund transfers as a part of year-end closure procedure to reset reserve balances.

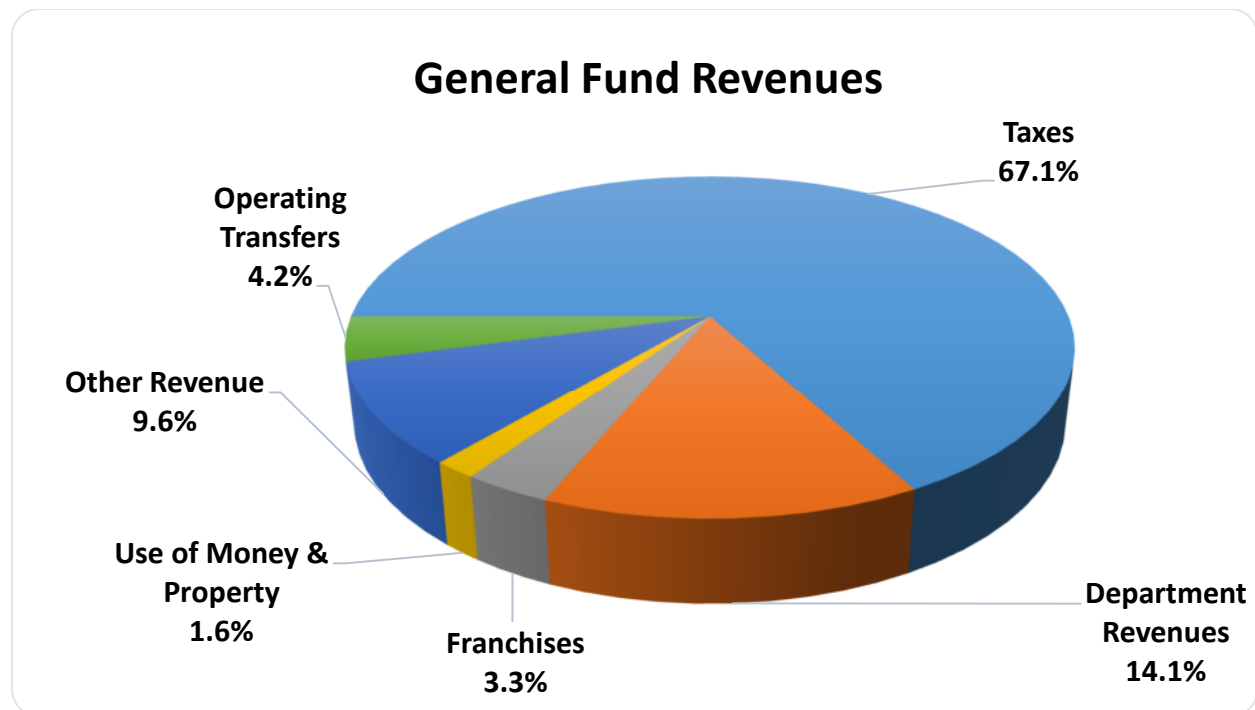
Two of the City's enterprise funds, CityNet and Stormwater, will be in deficit status in FY2022-23., which posts significant strain on the City's reserves. Enterprise funds are to self-support. However, when they fall short, General Fund is the only resource to fill the shortfalls. The table below shows the balances in the City's reserve funds after reduced by the negative balances of CityNet and Stormwater. Although sufficient resource is available in General Fund in FY2022-23, it is not a sustaining model to support enterprise funds with General Fund resources. Staff are exploring opportunities to reduce expenditures and enhance revenues in both enterprise funds in order to erase deficits.

Adjusted General Fund Reserves	FY2022-23 Budget Ending Balance
Total General Fund Reserves	\$50,081,381
Stormwater - Enterprise Fund Deficit	(1,171,255)
City Net Services - Enterprise Fund Deficit	(15,471,571)
General Fund Reserves – Adjusted	\$33,438,555

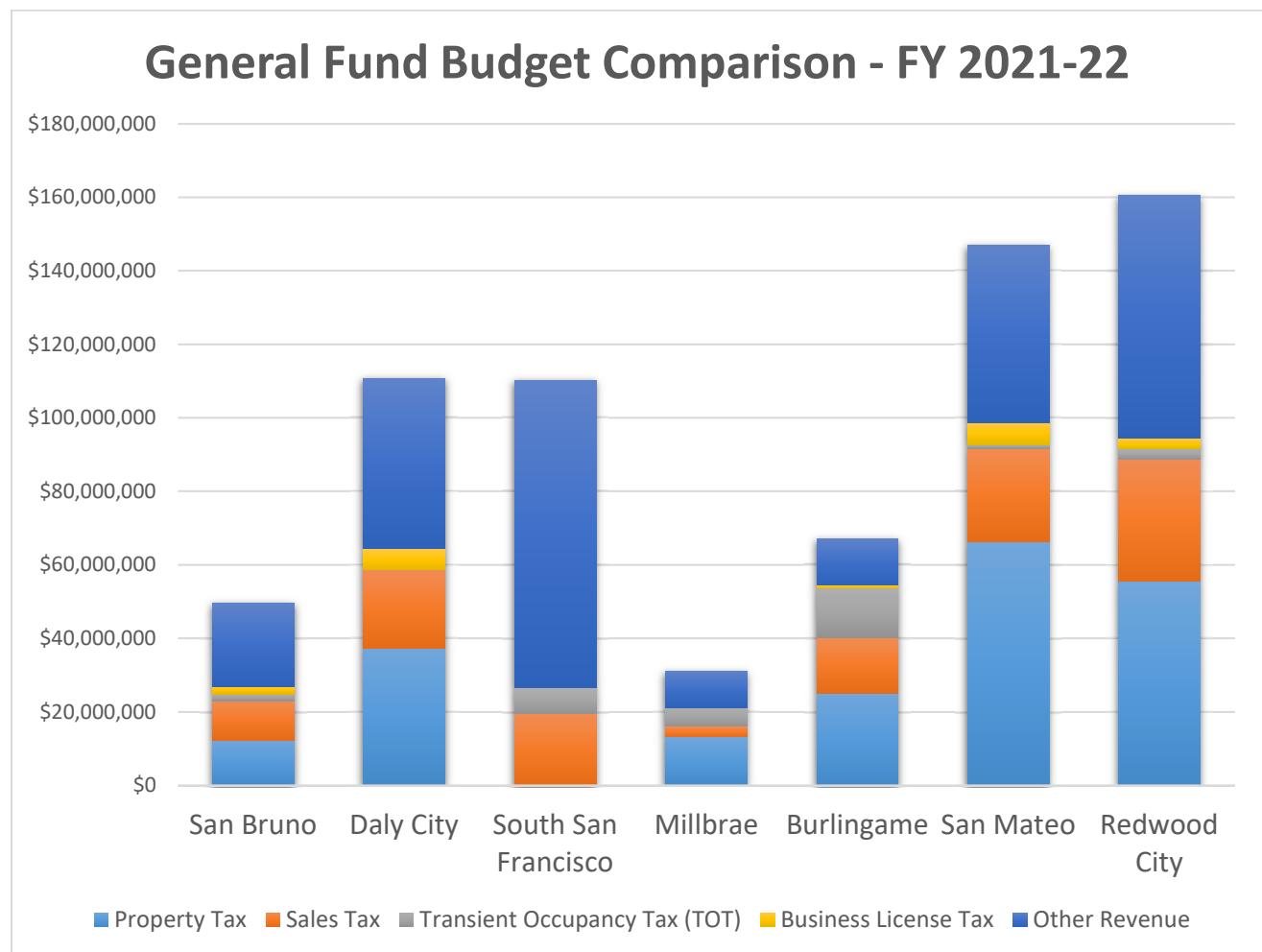
General Fund Revenues

In estimating revenues, staff analyzes actual amounts received in each category historically and makes projections in accordance with the anticipated economic trends. Staff adheres to a conservative budgeting practice when estimating all revenues. This practice offers some protection for the City from risk that an unexpected revenue shortfall will threaten the City's ability to cover budgeted expenditures. In some years, this practice contributed to the City experiencing a surplus, of revenues over expenditures that the City Council has directed staff to utilize to address budget balancing strategies.

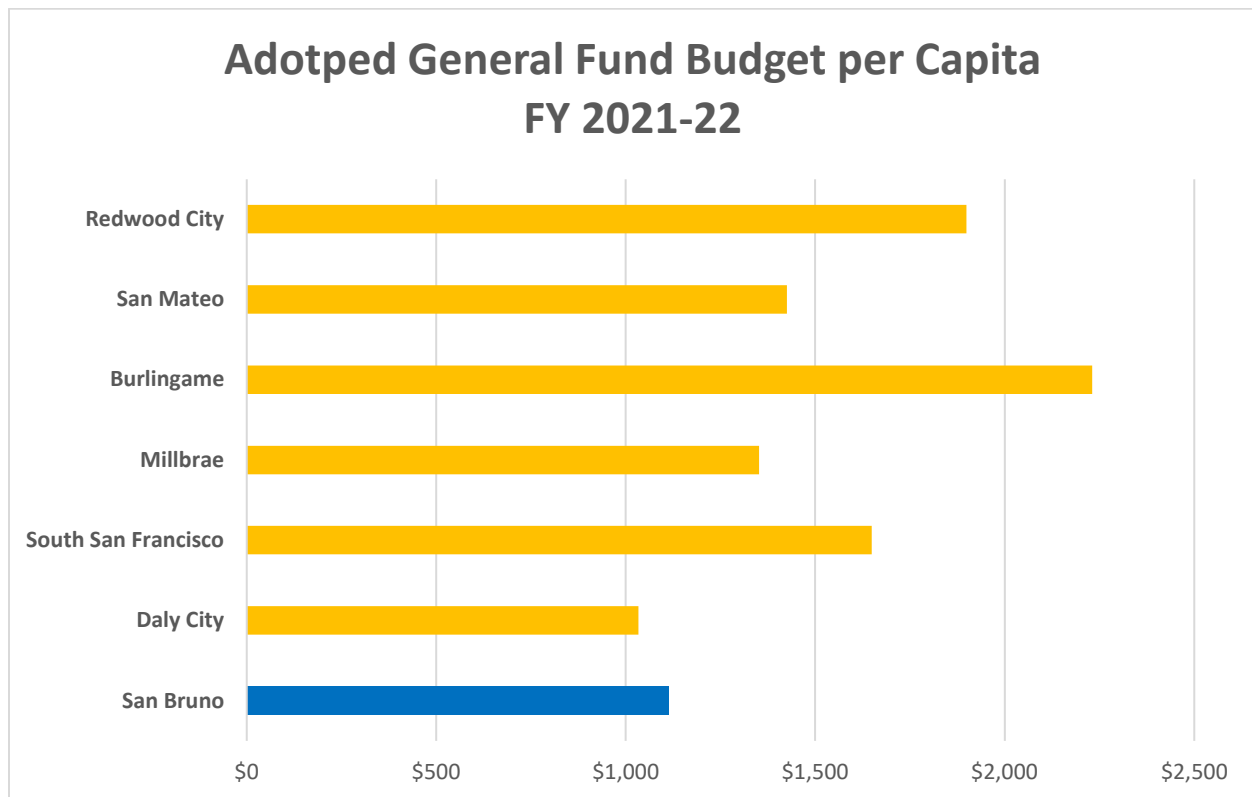
Total General Fund revenues is projected at \$54.9 Million for FY2022-23, reflecting an increase of \$4 million from the FY2021-22 amended budget. Majority of the increases are from hotel/motel tax and vehicle license fees. A detailed summary of each of the primary revenue categories follows below.



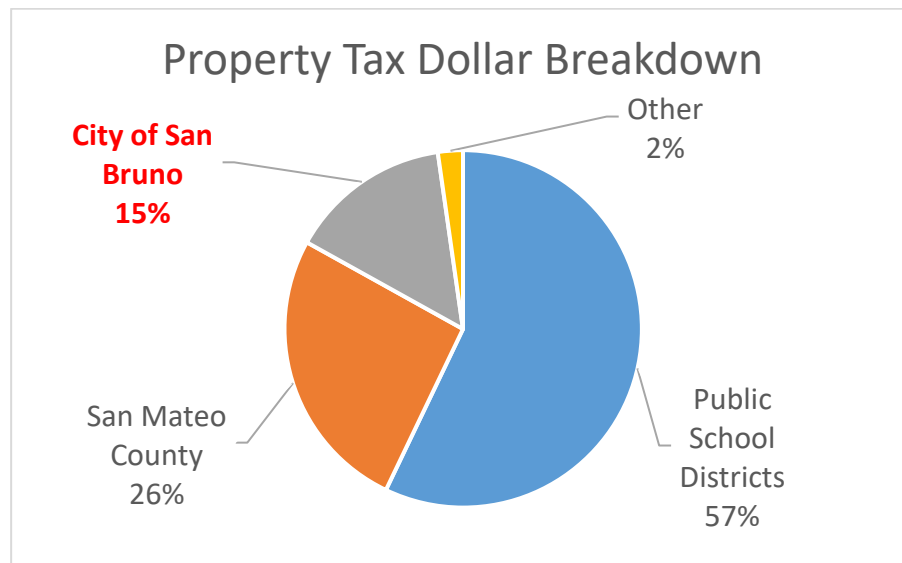
The City of San Bruno has historically had a lower per capita tax base than the majority of its neighboring cities. In comparing the City's FY2021-22 adopted budget to that of other cities in San Mateo County, San Bruno's General Fund revenues were at the low end.



When comparing General Fund revenues for the City's FY2021-22 adopted budget with population for a "per capita" comparison, San Bruno ranks at the low end as well. San Bruno's revenue sources are more limited and not as diverse as many other cities in San Mateo County which adds challenges to maintaining current services with rising costs and enhancing services.



Property Tax – Compared to other cities throughout California, San Bruno receives a relatively low amount of the total property tax collected in the City. San Bruno only receives about 12 1/2 cents from every property tax dollar paid in San Bruno. An additional 2 cents of property tax revenue have come to the City in recent years from the Educational Revenue Augmentation Fund, or ERAF, but this is not a consistent or reliable revenue source to fund on-going operations in the long term. The remainder of property taxes paid by property owners in the City goes to San Mateo County, school districts, and special districts. The housing industry and home sales boomed when more and more people work from home because of Coronavirus and stay-at-home directives. Secured property tax revenue is expected to increase by more than 4% over the prior fiscal year budget primarily due to higher property reassessment.

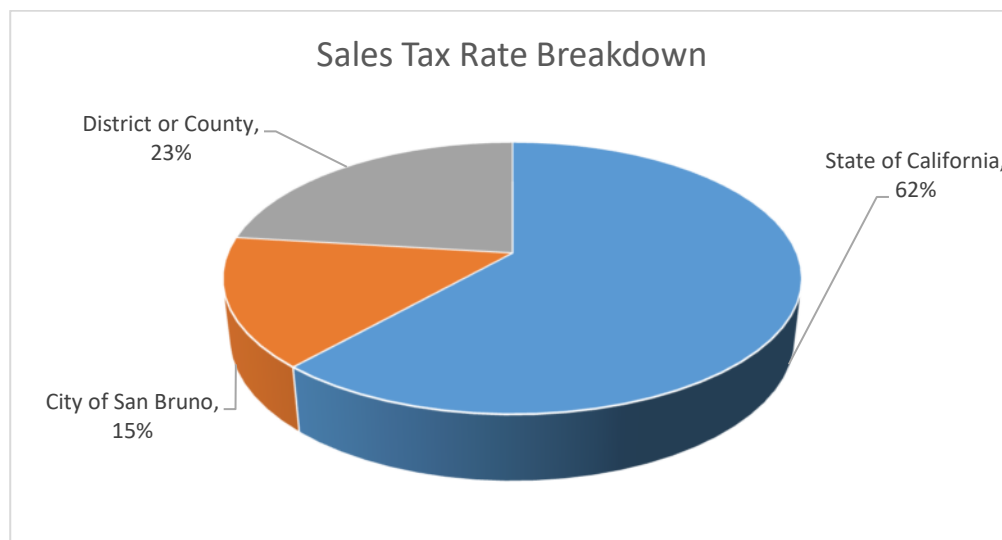


Property Tax revenue the City receives following dissolution of the San Bruno Redevelopment Agency in 2012 is also included in property tax revenue. Distribution from residual Redevelopment Property Tax Trust Fund (RPTTF) decreased by more than \$500,000 in FY2021-22, compared with the prior fiscal year. Staff slashed RPTTF revenue forecast for FY2022-23.

Overall revenue forecast for property tax in FY2022-23 is 1% lower than FY2021-22, due to the decreased forecast of RPTTF.

Sales Tax - Sales Tax of 9.75% is assessed on every taxable sale in San Bruno. Of the 9.75%, the City receives 1.5% or about 15% of the total tax. For FY2022-23 total Sales Tax revenue is anticipated to increase by 1% from the prior year's receipts. The sale of Tanforan Mall will cause reduced sales in the area, although the loss may be offset by other businesses and higher prices due to inflation.

California Department of Tax and Fee Administration (CDTFA) is reviewing its distribution of Bradley Burns Sales and Use Tax to the City. Staff will adjust the forecast of sales tax revenue after CDTFA informs the City of its final decision.



Transient Occupancy Tax - TOT in the amount of 14% is collected on the cost of each room rental at each of the 12 lodging establishments in the City. Occupancy in hotels declined by more than 75% shortly after the coronavirus outbreak. The hospitality industry is on the mend, although has not reached the pre-pandemic level. Staff is projecting continued recovery and an increase of a 60% in TOT revenue in FY2022-23 to \$2.8 million.

Vehicle License Fees (VLF) – The City receives property tax in lieu of vehicle license fees as a part of the revenue swap implemented by the State in 2004. The funding source for VLF is Education Revenue Augmentation Fund(ERAF) and property tax distributions to non-basic aid schools. Over the last few years, the funding for VLF experienced shortfalls annually. The City's VLF revenue had a shortfall of \$2.4 million in FY2020-21, which will be backfilled by the State in FY2022-23. This backfill significantly increased VLF revenue forecast in FY2022-23.

During the May 2022 budget revision in the State, a trailer bill was proposed to cap ERAF and use local tax revenues to pay the State's VLF obligations. If passed, this bill will cause increasing financial damage to local jurisdictions including the City of San Bruno.

Regulatory Card Room Tax – Gambling clubs in San Bruno are required to pay a quarterly tax per table, as required by ordinance. Artichoke Joe's requested to increase gaming tables from 38 to 43, effective June 1, 2021. Table rates are adjusted annually by CPI in the San Francisco area. Card room tax anticipates to increase by 5% in FY 2022-23.

Business License Tax – Business license tax is an annual tax based on prior year gross receipts. The pandemic devastated many sectors of San Bruno's business community and some businesses reported lower gross receipts for FY2021-22. For the next year, businesses will face strong headwinds with escalating inflation, disrupted supply chains and tight labor markets. Therefore, staff reduced business license tax revenue by 7%.

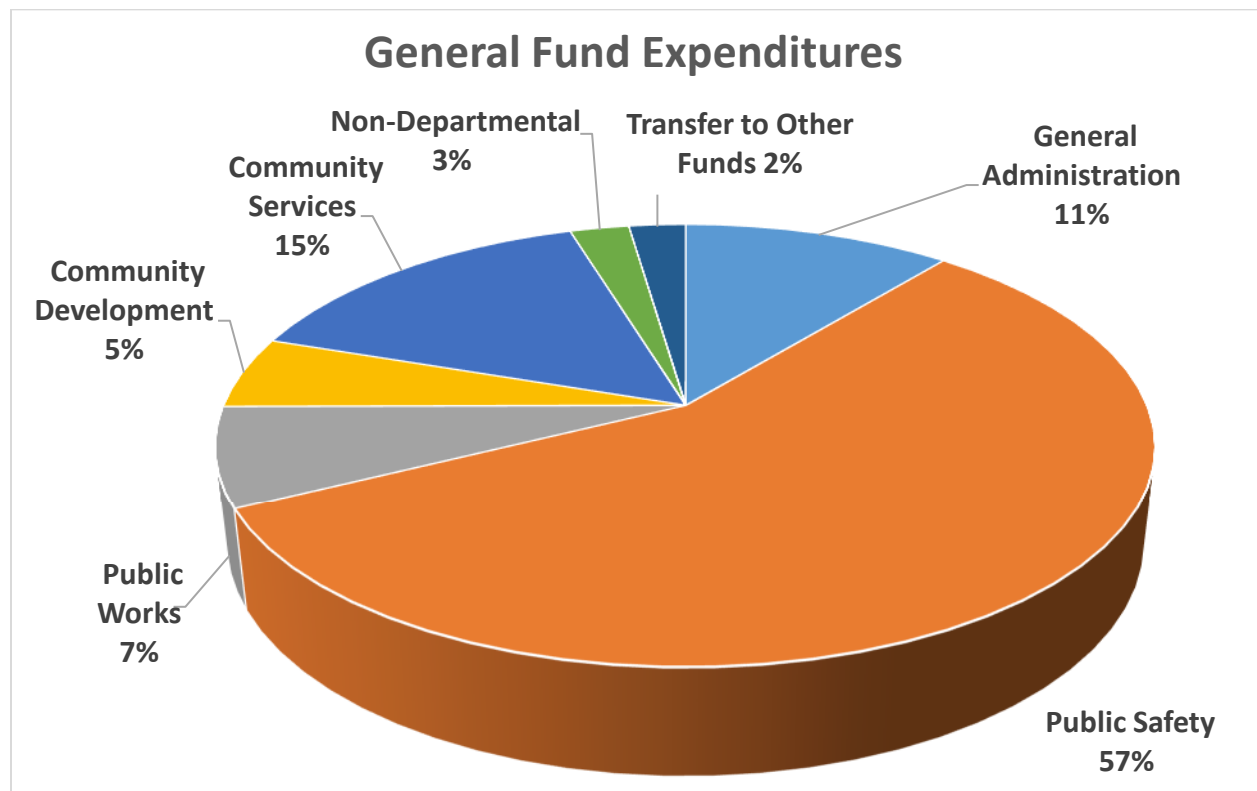
Use of Money & Property – Use of money and property will increase by 8%. With increase in interest rates, investment earnings are expected to increase. Property rentals are also expected to increase slightly.

Departmental Revenue – Total Departmental Revenues are projected to decrease by 6% compared to the FY2021-22 budget. The Building Division of the Community and Economic Development Department (CED) revised its revenue forecast per project pipeline. Some revenues previously anticipated for FY2021-22 will postpone to FY 2022-23.

The City Council approved user fee increases effective July 1, 2022 and the increases are included in the FY 2022-23 departmental revenues forecast. Departments including Police, Public Works and Community Services all anticipate significant revenue increases.

General Fund Expenditures

In developing the budgets, staff across all departments have carefully adhered to the City Council's budget policy to control and contain costs at the lowest levels possible to allow for continued service delivery. Using a zero-growth based budgeting practice, departments were directed to evaluate on-going expenditure line items for necessity and lower cost alternatives. One-time allowances are excluded from the baseline budget. The following graph illustrates General Fund expenditures by functions.



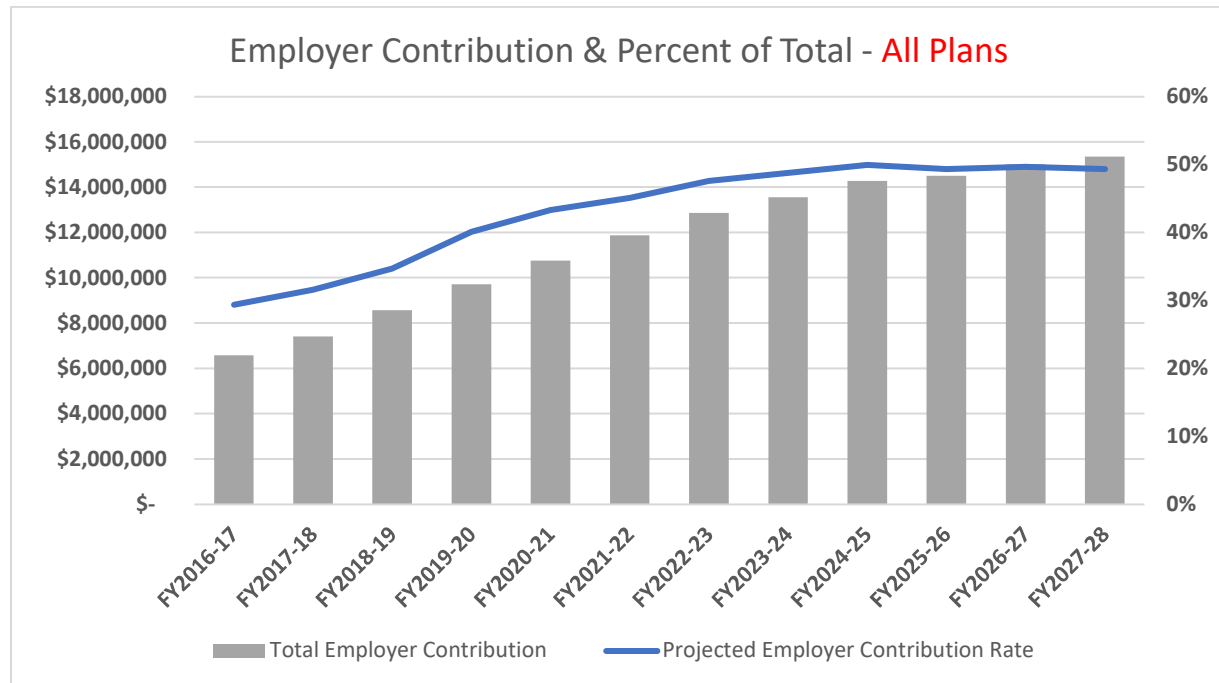
Significant highlights, changes, and comparison of FY2021-22 budgeted expenditures to the FY2022-23 proposed expenditures are described below:

Regular and Part-Time Salaries - Salaries for all full time and part time staff is the single largest category of expenditures in the operating budget at approximately 43% of total General Fund expenditures. The total budget for regular, part-time and overtime salaries across all

General Fund departments is \$24 Million. Pending labor negotiations are not factored into the salary forecasts. Provisions for labor negotiations are made at the fund level.

PERS Retirement - Employee retirement benefits total \$10.7 Million, or 19.2% of the General Fund expenditures. This amount represents an increase of approximately \$1.2 million compared to the FY2021-22 budget. The City continues to experience significant impacts from increasing costs for retirement benefits through the CalPERS system. Beginning in FY2018-19, CalPERS reduced the Discount Rate which is its expected earnings on all investments. The only revenues available to the CalPERS system to fund employee pension costs comes from three sources: investment earnings, employee contributions and employer contributions. As a result, the reduction of available revenue in the investment earnings category must be made up from increases to employer contributions.

As you can see in the graph below, the City's contribution to the CalPERS increases each year through FY2027-28.



As a strategy to control increasing pension cost, State legislation implemented pension reform and changes to retirement benefits through CalPERS, which took effect in 2014 and reduced the defined benefits available to employees who are new to the system. New employees hired in 2014 or later will receive reduced pension benefits; however, the City will not see a tangible effect on the City's retirement benefits costs for several more years until the City's workforce transitions substantially from Classic or tenured CalPERS members to new members. Based on projections from CalPERS, cities and other public agencies throughout the state can expect to continue experiencing retirement cost increases.

Employee Insurance Premiums - Employee insurance benefits (medical, life and long-term disability) are provided through the Teamster's Health and Welfare Trust and amount to \$5.1

Million in FY2022-23. The Trust notifies the City of the projected premium increase at the end of each calendar year.

LONG RANGE FINANCIAL FORECAST

Multi-year budgeting and long-range financial forecasting is a key government best practice. Developing a methodology with conservative revenue and realistic expenditure assumptions to review, as it relates to budget decisions and trade-offs, allows for more fiscally responsible decisions. It also provides additional data and direction for revenue enhancement planning and expenditure controls.

A summary of the long-range financial forecast for the City's major funds, including major assumptions, can be found below.

General Fund

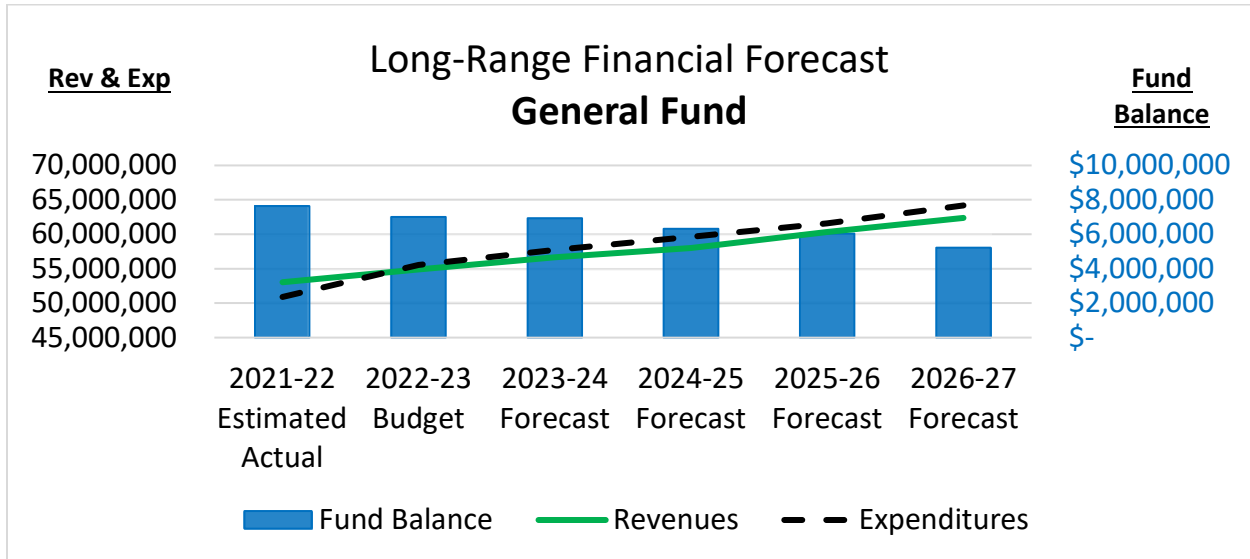
	FY2021-22 Estimated Actual	FY2022-23 Proposed Budget	FY2023-24 Forecast	FY2024-25 Forecast	FY2025-26 Forecast	FY2026-27 Forecast
Revenues	\$53,046,107	\$54,885,106	\$56,928,704	\$57,981,795	\$60,302,607	\$62,376,254
Expenditures	\$50,897,899	\$55,515,905	\$57,699,912	\$59,605,306	\$61,573,966	\$64,195,403
Fund Balance	\$7,633,890	\$6,999,092	\$6,927,884	\$6,304,373	\$6,033,014	\$5,213,865

The General Fund revenue is expected increase moderately in the next few years. Property tax annual increases have been strong in recent years, and the financial forecast assumes low growth in the beginning of the forecast. Considering persistent uncertainties in the economy, staff projects that many tax revenues will grow at low single digits. The City is projecting conservatively for its critical tax revenue sources and monitor the activity closely throughout the operating year to make adjustments when necessary.

A number of large development projects are in various stages of review with the City's Community and Economic Development Department. The City will recognize both one-time and ongoing revenues from development including Planning and Building permits, as well as water and sewer capacity charges, development impact fees, ongoing water and wastewater utility billing and an annual stormwater assessment, and eventually increased property, sales and business license taxes. Development projects often experience delays and timing issues, so forecasting revenue to occur in a specific fiscal year is challenging. The long-range financial forecast considers revenue assumptions for most revenue sources based on existing timelines but discounted heavily to account for potential delays in development.

The General Fund will continue to experience significant pressure from pension and health insurance costs as well as annual inflationary increases for materials, supplies, equipment and various contracts. The forecast does not assume any additional position increases from what is being adopted in FY2021-22. The forecast assumes future expenditure reductions will be required in order to prevent fast erosions of the General Fund balance. This model will be a tool that staff will use to work with the City Council to evaluate continued revenue enhancement

strategies and on-going expenditure reductions to ensure a balance budget is achieved each year.



Need for New Revenues

This budget proposes to utilize available fund balance to balance revenues and expenditures and to assure continuation of all necessary program and service delivery in the coming year. Continuing cost increases to support necessary services creates a situation where there is insufficient revenue available to support existing service levels in the next three years. In addition, substantial revenues will be required to fund service level improvements desired by residents including traffic and code enforcement, street maintenance and rehabilitation, infrastructure replacement including streetlight poles and Stormwater infrastructure as well as improvement/replacement of critical community facilities such as the library, fire stations and park facilities.

The City Council continued focused discussion on strategies to address this situation will continue further focused evaluation over the coming year. During FY 2021-22, the City continued on its effort to on revenue enhancements.

- **Short Term Rental** – Staff has issued letters to short-term rental operators/platforms in an effort to collect taxes related to short-term rentals. Multiple discussions were held between staff and online platforms and the City has achieved meaningful progress.
- **Cannabis Business Tax** – In 2020, the City Council adopted an ordinance on commercial cannabis business tax, up to 10%. Staff continues to refine zoning codes and anticipates an ordinance adoption in the fall of 2022.
- **Bayhill Specific Plan Area Development Impact Fee** – Bayhill Specific Plan Policy requires the City to establish an area development impact fee program to address the applicable costs to fund the expansion of infrastructure and public facilities necessary to

serve the area. The fee will be updated periodically to account for changes in infrastructure needs and costs. The fees must be based on a “rational nexus” to demonstrate relationship between the fee amount and the impact caused by the development. The nexus study is near completion and will be submitted to the City Council for approval and adoption during the fall of 2022.

- **Various Ballot Measures** – The City Council is considering various ballot measure for November election. Polling is under way to collect feedbacks from San Bruno residents.

These successful efforts will result in additional revenue to the City over time; however, the additional revenue will not be adequate to fund all priority projects and strategic initiatives approved by the City Council and articulated in the Operating and Capital Budgets.

Enterprise Funds

The City’s four Enterprise operations provide business-type services that are rate and fee supported. To cover the cost of administrative and other services provided through the General Fund operating departments including the City Manager, Finance and Human Resources, each Enterprise Fund Budget shows an administrative allocation to the General Fund.

The same zero-growth budgeting approach to build expenditure proposals contained in the General Fund applies to Enterprise Fund Budgets. This approach, which requires careful review of each expenditure item, relieves some pressure for further customer rate increases that might otherwise be required to cover cost increases associated with staff time and acquisition of necessary supplies, contract services, and other operating expenses.

The City Council adopted a multi-year Water and Wastewater rate program in May 2017, provides for an annual 5% rate increase through FY2021-22. The program was based on a comprehensive review of operating and capital needs in the Water and Wastewater Enterprises. A new rate study is necessary to evaluate current operational costs and the planned capital improvement projects to replace and rehabilitate the City’s aging water and wastewater system infrastructure. While a new study is under way, there is no increase for the water and wastewater rate in FY2022-23.

The following table shows a comparison of the FY2021-22 revenues and operating expenditures (less capital outlay, equipment and debt service payments) for the City’s Enterprise Funds to the proposed amounts for FY2022-23.

Fund	FY2021-22 Amended Budget	FY2021-22 Estimated Actual	FY2022-23 Proposed Budget
Water			
Revenue	\$17,077,121	\$15,957,000	\$15,976,000
Expenditure	\$10,490,155	\$9,643,991	\$11,194,165
Wastewater			
Revenue	\$17,459,376	\$17,937,000	\$16,677,000
Expenditure	\$9,858,895	\$8,887,812	\$10,649,139
Stormwater			
Revenue	\$659,500	\$642,300	\$650,000
Expenditure	\$1,496,138	\$1,309,434	\$1,563,953
CityNet Services			
Revenue	\$9,810,775	\$8,462,511	\$8,937,164
Expenditure	\$9,852,227	\$8,806,358	\$8,712,432

Water Enterprise

The Water Enterprise supplies potable water to residents and business customers from the City's own groundwater pumping operations and from water purchased through the San Francisco Public Utilities Commission (SFPUC). The City's water system includes five production wells and eight storage tanks in six locations throughout the City. The City's average annual water production capacity is 1,900,000 gallons per day.

Under the terms of the Groundwater Storage and Recovery Agreement among the San Francisco Public Utilities Commission (SFPUC), San Bruno, Daly City and California Water Company the City curtails pumping from its wells to allow replenishment of groundwater levels during periods of time that surface water available through the SFPUC is sufficient to supply the City's entire water delivery requirement. The City does not pay an additional cost for this in lieu water but continues to incur well operating and maintenance costs to regularly exercise the wells and to assure that the wells remain fully operational and can be put into regular service when needed.

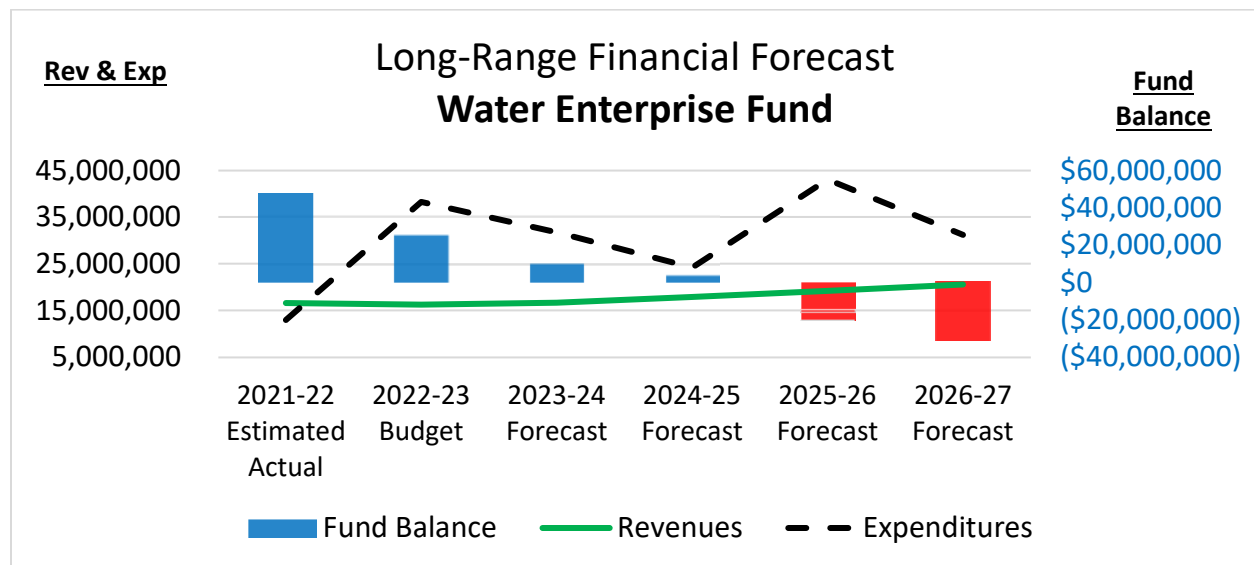
For FY2022-23, Water Enterprise costs are anticipated to increase compared to the prior year budget with total operating expenditures of \$11.3 Million. Once operating expenditures are covered, the remaining revenue amount of \$4.8 Million is invested in the Water Fund Capital Improvement Program to fund the City's system infrastructure replacement and rehabilitation program. That program includes a comprehensive plan and schedule for replacement and rehabilitation of the City's 50-100-year-old Water system pumps, storage tanks, pipelines and other facilities in order to support their ongoing service reliability.

In 2017 the City's Public Financing Authority issued Water Revenue Bonds to finance acquisition of water system improvements to assure sufficient funds are available to complete

critical capital projects on schedule. The bonds are payable solely from the revenues of the water system.

Priority water system capital projects planned for significant work and delivery during the coming year include the Main Improvement and Replacement Program that will replace Water main lines throughout a large area of the residential neighborhoods in “the Avenues” east of El Camino Real and the Water Tank Improvement and Replacement Program that will begin construction of the new Cunningham Water Tank. The several infrastructure capital projects planned for significant work during the next 5-years are discussed in detail in the FY2022-27 Capital Improvement Program.

The long-range financial forecast for the Water fund is strong in the near term but faces challenges starting in FY 2025-26. Rates are held flat in FY2021-22 and FY2022-23. Continued draught in California reduces water consumptions. Rate increases in future years are needed to yield additional, annual revenues to support ongoing operations and priority capital improvements. The capital projects are large and complex and require multi-million-dollar investments in a short period of time. Capital improvement projects will be evaluated annually and some may be delayed during the forecast period to sustain the fund’s self-supporting status.



Wastewater Enterprise

The Wastewater Enterprise operates and maintains the wastewater collection system throughout the City and provides for the City’s 33% shared cost of operating the South San Francisco/San Bruno Wastewater Treatment Plant located in South San Francisco.

The City’s operating and capital work programs in the Wastewater Enterprise have continued to be guided in large measure by the requirements of the Regional Water Quality Control Board compliance order and the settlement requirements of the lawsuit brought by San Francisco Baykeepers in 2010. These actions resulted from the City’s violations of the stringent

requirements of the Federal Clean Water Act prohibiting any release of untreated wastewater making its way to the Bay or another waterway. Those violations occurred in 2008 and prior. The corrective actions are directed at achieving significant and sustainable reduction in Sanitary Sewer Overflows (SSO's).

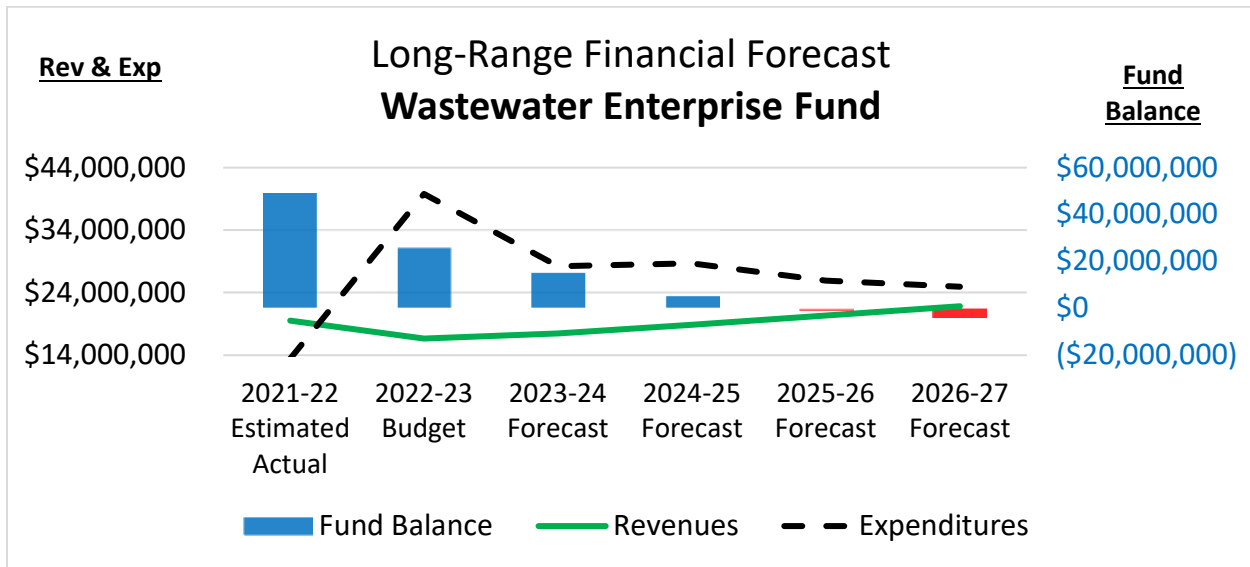
The City has re-tooled its regular wastewater system maintenance and operational procedures to improve system performance, reduce system overflows and the meet the specific requirements and targets of the City's compliance agreements. These revised operational practices include regular video inspection of mainlines to identify locations of potential failure, a spot repair program that provides timely repair to short line segments that are not scheduled for a more comprehensive pipeline replacement and a robust line cleaning program addressing known areas of root intrusion and other potential blockages.

The effort of City staff in implementing improved maintenance and operation practices along with the City's substantial investment in equipment including a dedicated video inspection vehicle and high pressure vector vehicles have been successful. So much so that the City has exceeded the specific requirements of the compliance orders in each of the last three years, reducing the number of SSO's from a high of fifty-four in calendar year 2008 to only two in 2017. In an email dated April 2021, San Francisco Baykeepers informed the City of September termination of the compliance orders.

The City's established five-year wastewater rate program took effect July 1, 2017 and provides for annual 5% rate increases through June 30, 2022. The City Council has decided not to increase wastewater rate in both FY2021-22 and FY2022-23 to lessen the burden on residents after COVID. Total system revenues for FY2022-23 are projected to be \$16.6 Million and operating costs are budgeted at \$10.6 Million.

The rate program as well as the 2017 issuance of Wastewater Revenue Bonds in conjunction with the Water Enterprise debt issuance assures adequate funding will be available for all Wastewater operations and to fund continuation of the City's aggressive capital improvement program to replace and rehabilitate the collection system facilities and main lines throughout the City. The Wastewater Enterprise also funds the City's share of costs associated with a comprehensive program to upgrade the shared South San Francisco Wastewater Treatment Plant facilities. During the coming year, Wastewater system capital project priorities will focus on Main Improvement and Replacement projects along 1st Avenue, Crystal Springs Road, Crestwood Drive and in the Avenues east of El Camino Real as well as Pump Station Improvement and Replacement projects at the Spyglass, Crestwood, Crestmoor and Lomita Pump Stations. The FY2022-27 Capital Improvement Program discusses planned infrastructure capital projects in detail.

The long-range financial forecast for the Wastewater fund is strong in the near term and demonstrates shortfalls starting FY2025-26. Like the water enterprise fund, the annual rate increases in future years are necessary to yield additional, annual revenues to support ongoing operations and priority capital improvements. Wastewater capital projects are large and complex and required multi-million-dollar investments in a short period of time. Capital improvement projects will be evaluated annually and some may be delayed during the forecast period to sustain the fund's self-supporting status.

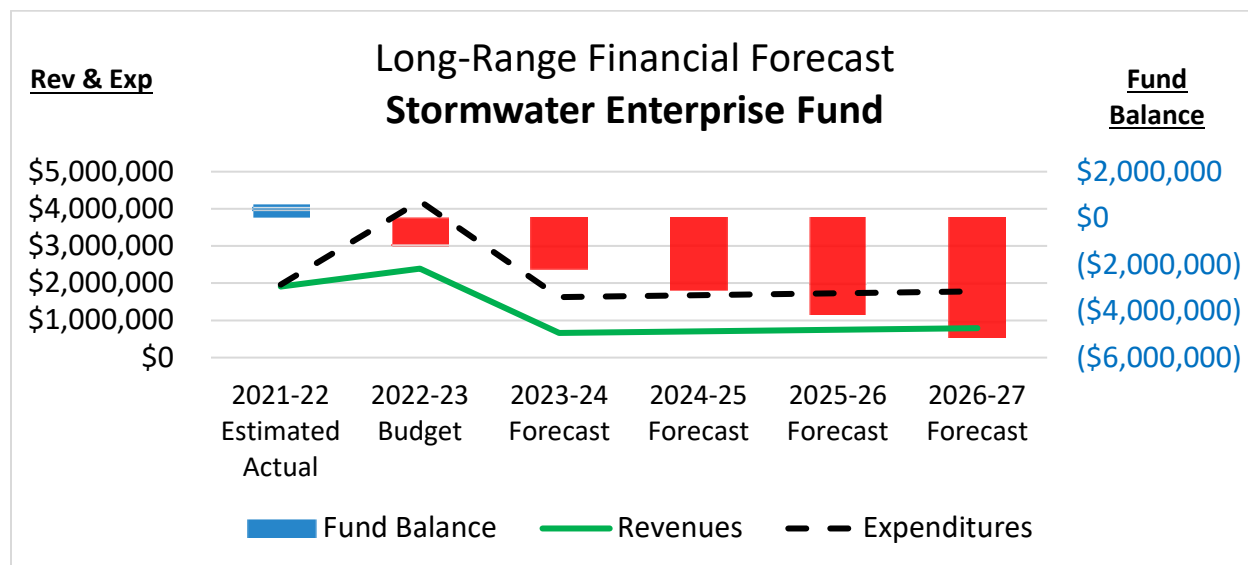


Stormwater Enterprise

The Stormwater Division of the Department of Public Works is responsible for maintaining the Stormwater conveyance system, as well as adhering to the requirements outlined in the National Pollutant Discharge Elimination System (NPDES) permit. Stormwater fees are collected through the County property tax, and a minimum of \$46.16 per assessor parcel number (APN) is assessed for most properties in San Bruno. The City has not been able to collect sufficient revenue to replace/repair the aging stormwater system.

In recent years, many cities have asked voters to approve of a dedicated funding source as the annual property tax assessment has proven to be inadequate to fund ongoing operations and necessary equipment and capital investments to meet federal requirements. In June 2021, the City held a mail ballot property-owner election to increase Storm Drainage and Flood Protection Fee. The initiative was rejected by voters overwhelmingly. Without additional revenues, staff are making every effort to minimize operation expenses and selectively delay improvement projects.

Stormwater fund balance stayed positive in FY2021-22 only because the City transferred \$1 million from ARPA to fund the enterprise. The financial forecast projects a negative fund balance in FY2022-23 with the negative fund balance increasing each year thereafter. The planned stormwater system capital improvement projects are to be funded by the General Fund due to the lack of dedicated stormwater fees.



CityNet Services Enterprise

The City provides a broad range of broadband video, data and voice services to residential and business customers over a cable network consisting of over one hundred miles of fiber optic and coaxial cable throughout the entire San Bruno community. The CityNet Services Enterprise also operates San Bruno Cable Channel 1 which covers all local City meetings, events, local programming, and informational public service programming and announcements. San Bruno Cable Channel 1 remains one of the most readily available and used informational resources for the San Bruno community and has proven to be a vital mode of communication particularly during the COVID-19 pandemic to inform citizens of services available to them.

The City took a bold step forward in the early 1970's when it initiated building a state-of-the-art coaxial cable television system to serve the San Bruno community. Over the years as technology has evolved and additional types of programming and services could be delivered to homes over the system, San Bruno CityNet Services has continued a regular program of upgrades and adoption of new technologies to assure that services remain robust and competitive in what has become an increasingly competitive market environment. No other cable television provider has operated inside San Bruno in direct competition with San Bruno CityNet Services. San Bruno CityNet Services remains one of only a small handful of incumbent municipal technology providers in the nation.

Over the last decade, as new technologies have emerged and evolved at a rapid pace, the CityNet Services Enterprise has become increasingly subject to competitive pressure from outside operators using wireless and other technologies to deliver video, voice and internet services. The environment of rapidly changing technology is dramatically shaping and affecting the way San Bruno CityNet Services and others do business. Where basic cable services were previously the "bread and butter" of the cable industry business, San Bruno CityNet Services, like all of the biggest companies in the business including Comcast and others, has seen substantial decline in basic cable subscriber counts and revenues. At the same time, the

Enterprise is experiencing moderate revenue growth in its residential and commercial internet service revenues.

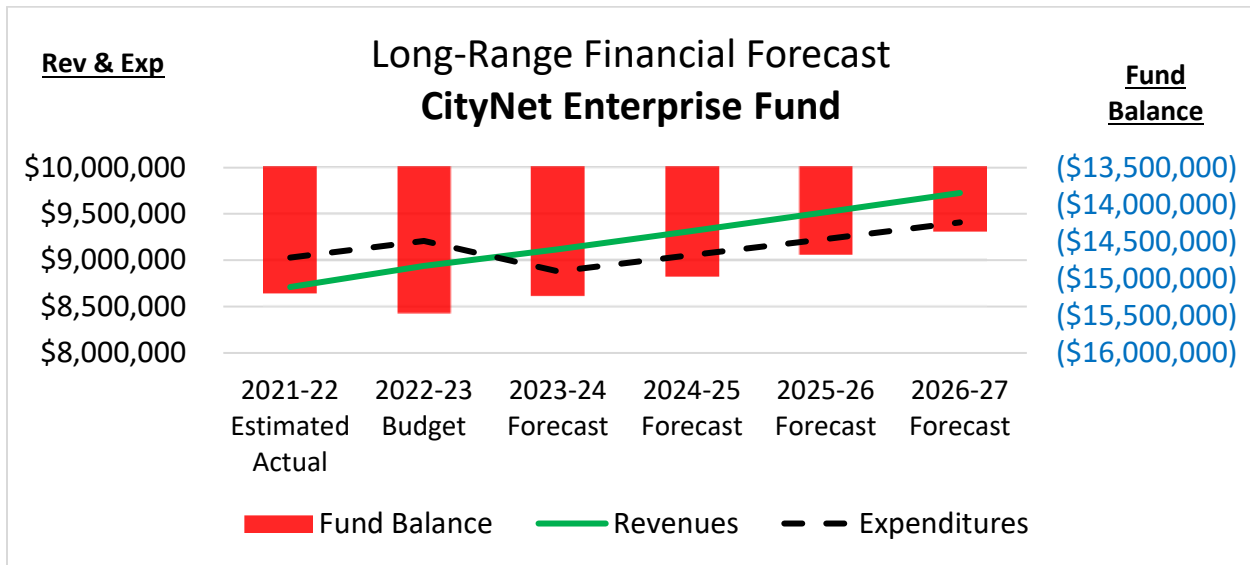
Over the past several years, subscriber revenues, the only source of Enterprise revenues, have not kept pace and have fallen far short of the capital investment required to stay current and to retain customers. As a result, the CityNet Services Fund has gradually developed a financial deficit that is estimated to reach approximately \$15.5 Million by the end of FY2021-22.

As an initial effort to address the deficit, the City Council approved a proactive, multi-year staged reduction of Enterprise costs by gradually eliminating the “equity transfer” amounts the Enterprise paid annually for over 40 years since its inception to support the General Fund Operating Budget. (At 10% of the Enterprise’s gross subscriber revenues, the equity transfer reached nearly \$1,000,000 annually.) Beginning in FY2015-16, these transfer amounts have gradually been reduced and eventually eliminated in the FY2019-20. In addition, the Enterprise historically paid a 5% franchise fee not only on video services as allowed by federal law, but on all revenues including the growing internet business revenues. In recent years, the franchise fee is only applied to TV subscription revenues.

The future vitality of San Bruno CityNet Services requires a costly investment to build a fiber to the home (FTTH) system throughout the entire community. FTTH would afford the City a very stable and nearly maintenance-free infrastructure for delivery of an even wider spectrum of technology services – importantly including internet speeds up to 1 gigabit. Some multi-family complexes have already implemented fiber technology in a pilot program. A city-wide deployment of FTTH is projected to cost approximately \$12,400,000. This amount would need to be provided upfront and would increase the Enterprise deficit for a period of years until subscriber counts and associated revenues increase sufficiently to generate adequate funds to cover the cost.

The cost of doing business with television channel providers and equipment vendors in the pay-tv industry have made it imperative that CityNet raise the rates to pay operational costs. A rate increase took effect on April 1, 2020. With the spread of Coronavirus, some customers have fallen behind on their payments. CityNet took great strides to control expenses and focus on higher margin business. Despite of loss of revenues due to delinquency, its operating revenues are expected to yield a slight surplus over operating expenditures in FY2022-23. However, there is no excess funding for debt services and General Fund will need to cover the payment. In the long-range financial forecast, the negative fund balance is expected to grow to \$15.5 million in FY 2022-23 and decrease gradually in the years after.

As long as the Enterprise remains in a financial deficit position, the impact falls on the City’s General Fund to backfill the Cable Fund shortfall. The City will need to quickly determine whether continued investment by the General Fund is desirable given the variety of other pressing General Fund needs or whether it is necessary for the City to outsource CityNet Services operations and system improvements or sell the system outright in order to protect the investment already made by the City. The City has engaged a consultant to study the feasibility of CityNet’s business plan and the first report is expected in June 2022.



INTERNAL SERVICE AND EQUIPMENT RESERVE FUNDS

Internal Service Fund operations provide direct services to support all City departments and City Enterprise Fund operations. The City maintains four Internal Service Funds including the Central Garage and the Building and Facilities Division operated through the Public Works Department, Technology and Self-Insurance. These Internal Service operations are funded through an expenditure allocation that is charged to each user department and enterprise. For FY2022-23, the Internal Service Allocation transfer amounts to 7.3 Million. This amount covers the cost of expenditures required to support operations of the Central Garage, Building & Facilities Division and the Information Technology Division. All internal service funds are anticipated to have a minimum fund balance at the end of FY2022-23 equal to 15% of annual, operating expenses – the target set in the City’s reserve policy.

In prior years, General Fund departments would contribute annually into the City’s Equipment Reserve Fund in order to fund equipment and vehicle purchases. In FY2020-21 the City Council eliminated the annual equipment reserve allocation as a budget balancing strategy. The FY2022-23 proposed budget continues to delay the reinvestment of funds into the Equipment Reserve Fund until additional financial resources have been identified.

CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) is designed to identify, plan and develop projects using a long-term vision for the community’s facilities and infrastructure needs. The CIP Budget outlines work programs, project descriptions, and funding needed projects to be undertaken in the next 5-years. The CIP Budget covers a one-year period and includes adopted funding allocations to each project for work that is expected to occur during the budget year. Changes to existing projects, as well as the addition of new projects, may occur during the 5-year planning period as new needs requiring attention and allocation of resources are identified. The

work program is updated every year as part of the CIP Budget development and review process.

Overall, the FY2022-23 Capital Improvement Program identifies 93 funded and underfunded projects/programs organized in 10 categories. \$283.2 Million in capital investment is programmed through the 5-year CIP to assure rehabilitation, replacement, and improvement of City facilities and infrastructure. \$180.7 Million of this amount is the expected cost of scheduled improvements to the City's water and wastewater systems.

The following summarizes the total capital plan for all approved capital projects over the next 5 fiscal years in each of the established project categories.

Project Categories	Total Capital Plan
Water	\$103,737,980
Wastewater	76,918,279
Stormwater	2,462,052
CityNet Services	117,000
Parks	6,532,044
Fire	3,577,431
Police	722,681
Facilities	51,579,997
Streets	34,643,166
Technology	2,939,295
Total	\$283,229,925

Many projects appearing in the CIP are scheduled for completion over a multi-year period. In each year, some projects are completed, closed out and removed from the program. A total of 7 projects in the adopted Capital Improvement Program were completed during FY2021-22. These projects have all contributed to extending the useful life of critical infrastructure and facilities and several of them provide visible improvement to safety and aesthetics in the community. The following projects have been completed and removed from the CIP:

- San Antonio Ave Water Main
- San Antonio Ave Sewer Main
- Tom Lara Grandstand
- Police Facility Improvements – HVAC and Roof
- Library Facility Improvements – Library Generator
- Senior Center Deck Replacement
- Pavement Management Program – Huntington/San Antonio Street Rehabilitation

New projects for FY2022-23 in the Adopted Capital Improvement Program include:

- Water Quality Well System Upgrade & Sweeney Ridge Tank Chlorine Generator
- Earl/Glenview Avenue Wastewater Main
- Downtown Parking Program
- City Hall Facility Maintenance Program
- FY2022-23 Sidewalk Repair Project

While the comprehensive CIP is not limited to projects for which funding has been identified, the CIP generally includes a more limited presentation on proposed projects for which funding is not available. The FY2022-23 CIP Budget includes \$529.5 Million in capital projects that do not have a designated funding source. These projects are shown in the Unfunded Priorities section of the CIP. Many of the unfunded projects address community needs for rehabilitation and/or replacement of critical facilities such as the Library, City Hall, Fire Station 51 and 52 and the City's maintenance yard facilities that were originally constructed in the 1950's. While the buildings remain reasonably serviceable, they are increasingly outdated and will eventually need to be replaced. These projects remain shown in the CIP so that they are included in the City's long-term strategic planning and remain priorities for future funding initiatives.

Although these projects do not have available funding to move them to completion, they do represent projects with an identified need to protect the integrity of critical City facilities and infrastructure. Rehabilitation and replacement of these City facilities is one of the several issues driving a need for the establishment of a thoughtful strategic plan to grow General Fund revenues over the next several years. The City has generally relied on the General Fund Capital Reserve to fund necessary, but relatively minor facility repair and improvement projects as needed including such work as roof replacement, kitchen, and restroom improvement and minor remodeling to meet expanded or changing operational needs. Unlike other City reserve funds that are saved for use in the event of unexpected revenue loss, emergency or other "rainy day" situation, the General Fund Capital Reserve is intended to be used as needed to fund General Fund facility and infrastructure (streets, sidewalks, streetlights, etc.) projects that do not have another identified funding source. Additionally, development impact fees will be a critical funding sources to implement capital projects in the future.

The General Fund Capital Reserve is designated by City Council policy to maintain a minimum \$5 Million balance with expenditures replenished by eligible one-time revenues and excess General Fund operating revenues available at the close of the prior fiscal year. The City anticipates nearly \$26 million in community benefit payment from YouTube in FY2022-23 for the development of its office complex. The Reserve balance is projected to be \$27.9 million in FY 2022-23. Staff will seek Council guidance and develop an appropriation plan for the funds.

SERVICE LEVEL ENHANCEMENTS

The City endured significant service cuts during the FY 2020-21. Although some services were restored in FY2021-22 with the infusion of ARPA fund, the service level is still behind the pre-pandemic level. Many large developments are happening in the City and it is critical for the City to keep up with the needs of the business communities as well as the residential communities.

The entire City team is dedicated in providing the best services to San Bruno residents and communities. However, it is undeniable that the City needs additional resources, both staffing and supplies. With this budget, staff proposes limited service enhancements over the current operation model.

The detailed list of service enhancements is included in the proposed budget document. In summary, the total supplemental requests amount to \$2 million, including \$1 million net impact to the General Fund.

CONCLUSION AND ACKNOWLEDGEMENTS

The City's proposed General Fund budget is balanced for FY2022-23 after applying \$634,799 from the General Fund balance.

I want to personally thank each employee that works to move San Bruno forward each and every day. The budget team led by Finance Director Qianyu Sun includes Accounting Manager Darlene Wong, Financial Services Manager Esther Garibay-Fernandes, Accountant Yu Chiao Chao, Payroll Specialist Benjie Lin, CED Management Analyst Radha Mehta, and Public Works Management Analyst Jacinta Liang worked long hours and provided wise analysis to make sure this proposed budget contains clear, accurate and understandable information to make it easy for the City Council and members of the public to use. I truly appreciate their contributions and their support.



Jovan D. Grogan
City Manager

Summary of Proposed Budget Enhancements

Budget Enhancement Request	City Council Priority & Focus Area	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
General Fund					
Finance					
Reclassification- New Budget Officer, replace Lead ACSR -Our Financial Service Manager is the supervisor of Revenue Services and knowledgeable with the Division operation. The Revenue Services Division needs a dedicated manager with strong leadership skills to direct staff training and improve technical skills. However, the Financial Service Manager has not been able to dedicate much of her time to the operation because she is also very involved in budget development and financial analysis. Additionally the City is preparing for banking services implementation and ERP conversion. The technical capacity of the Revenue Services Division is critical to the success of the implementations. We recommend to create a new position of Budget Officer to assume the responsibilities of budget development and financial analysis, so that the Finance Service Manager can refocus on revenue management and improve the division operation. The Budget Officer will enhance the analytical capacity of the Finance Department and help with ad hoc financial analysis the City is interested in.	Proactive Planning	26,484			26,484
New Position- Purchasing Officer - The City of San Bruno is in dire need of a seasoned purchasing professional to develop a sophisticated purchasing policy, improve the purchasing procedures and be the expert on citywide procurement activities. Currently, most procurement related questions are answered by the Finance Director and City Attorney, which is not the cost effective way to handle procurement issues. The majority of the City's procurement activities originate from Public Works Department and are related to capital improvement projects and enterprise funds. The fully burdened cost of a purchasing officer can be allocated across the city based on procurement activities.	Proactive Planning	108,923	-	-	108,923
Finance Total		\$135,407	\$ -	\$ -	\$135,407
Police					
Unfreeze One Police Officer - Frozen police positions have created a burden on the officers to fill overtime related gaps. Many officer sare having to work 16-hour days, which can cause may issues to staffing and degrade performance.	Protect & Improve Community Aesthetics and	118,826			118,826
ADA Translation - Two tablets at the front counter for ASL use in order to comply with Title II of americna Disabilities Act	Protect & Improve Community Aesthetics and Safety	1,850	1,700		3,550
Bicycle Patrol Appropriation for bicycle maintenance and replacements	Protect & Improve Community Aesthetics and Safety	0	5,500		5,500
CueHit Automated SMS System CueHit works with the department's CAD/RMS system to send out automated SMS messages based upon specified criteria. CueHit sends automated satisfaction surveys to members of the public following calls for service, sends case updates to victims regarding investigative progress, and sends required documentation to victims electronically. In addition, CueHit provides a detailed reporting platform that enables staff to garner invaluable insights to improve operations.	Protect & Improve Community Aesthetics and Safety	3,500			3,500
Key Control System Electronic system to manage key usages and accesses.	Protect & Improve Community Aesthetics and Safety	1,200	5,000		6,200
LEFTA Software LEFTA is an interconnected suite of cloud-based applications including use of force reporting, vehicle pursuit reporting, personnel investigations, field training program, training records and personnel records. These applications will allow the Department to better track trends and provide for an early warning system for potential issues.	Protect & Improve Community Aesthetics and Safety	7,000			7,000
Team Building Workshop The Team Building Workshop (TBW) Program pairs independent specialized consultant services with the management team of a local agency to assist with problem solving, developing organizational goals and objectives, and/or team building within the agency. POST has an approved list of over 20 presenters to present/facilitate the workshop. Police Departments are requested to participate in a POST TBW within the first two years of swearing in a new Police Chief. CA POST will reimburse most of the costs associated with the workshop.	Protect & Improve Community Aesthetics and Safety		12,600	11,000	1,600
Wellness Program Taking measures to enhance PD employee wellness, using a multi-faceted approach, is essential. This is to provide individual Clinician Mental Jealth Counseling Services, Individual Professional Personal Training Services and individual Professional Dietary/Nutrition Services to PD staff.	Protect & Improve Community Aesthetics and Safety		50,000		50,000
Police Total		\$132,376	\$74,800	\$11,000	\$196,176
Fire					
1.0 Fire Captain/Paramedic - The Fire Department has participated in the Central San Mateo County Training Division since 2012. Recently the San Mateo Consolidated Fire Department has withdrawn from the agreement. These changes and other factors have created the need for the Fire Department to better support the training division by adding a fire captain position that will be assigned to the training division beginning July 1st 2022.	Protect & Improve Community Aesthetics and Safety	233,093			233,093
Fire Total		233,093	0	0	233,093

Summary of Proposed Budget Enhancements

Budget Enhancement Request	City Council Priority & Focus Area	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
PW Admin & Engineering					-
Reclassify 1.0 FTE Associate Civil Engineer Step 5 to 1.0 FTE Sr. Civil Engineer, Step 5. Re-classify position. Public Works has a vacant Associate Civil Engineer position that focuses on traffic engineering and managing the Traffic Safety Parking Committee (TSPC) and TSPC related work. Recruitment for a qualified candidate has been on-going since April 2020 and has been unsuccessful. Public Works recommends re-classifying the position to a "Senior Civil Engineer" position. Currently, the City is using a consultant to complete TSPC and traffic engineering tasks. The administrative functions are being absorbed by remaining staff. Revenue Source: Gas Tax: 100%. Job Description & Salary Schedule: "Senior" position title doesn't currently exist. A "Senior" Engineer will be added to the Civil Engineer series at a salary between the "Associate" and "Principal" levels. Staff will work with HR on appropriate salary and job description. Fiscal Impact: Difference between an Associate Civil Engineer, Step 5 and a Senior Civil Engineer, Step 5.	Proactive Planning	28,740		28,740	-
Add 1.0 Principal Civil Engineer Step 5 temporary full-time position. Public Works recommends bringing on a Principal Civil Engineer dedicated to managing the Tanforan Redevelopment Project and other capital projects. Revenue Source: Tanforan Development Agreement: 100% (or CIP Projects as Assigned)time position.	Proactive Planning	199,285		199,285	-
Add 1.0 Senior Civil Engineer, Step 5. This Senior-level Engineering position will oversee management and completion of capital projects – with primary emphasis on projects identified in the Water and Wastewater Master Plans and funded in the 2017 Council-approved Water and Wastewater Rate Study. Public Works is under-staffed to complete the schedule of projects outlined and funded in the annual capital improvement program budget and identified in the 2017 Council-approved Water and Wastewater Rate Study. Bringing on consultants can only provide support to a certain extent. A Senior Engineer is needed to coordinate and supervise specific programs, more junior level engineering staff, and consultants. Each consultant needs oversight by a staff engineer and those staff engineers need to be supervised by a Senior Engineer to help provide guidance and direction. The number of backlogged projects that could move forward are limited by the heavy project workload already being managed by overburdened staff engineers. Revenue Source: Capital Projects: 85%; Enterprise Fund: 15%. Job Description & Salary Schedule: "Senior" position title doesn't currently exist. A "Senior" Engineer will be added to the Civil Engineer series at a salary between the "Associate" and "Principal" levels. Staff will work with HR on appropriate salary and job description.	Proactive Planning	185,000		185,000	-
Add 1.0 Associate Civil Engineer, Step 5. This Associate Engineering position will oversee management and completion of capital projects – with emphasis on the streets program and to implement projects from Measure G along with projects identified in the Water and Wastewater Master Plans and funded in the 2017 Council-approved Water and Wastewater Rate Study. This position will work on street paving and related projects identified in the annual capital improvement program. With the growth in street improvements, an additional engineer is needed to implement and deliver additional pavement management projects. Public Works is under-staffed to complete the schedule of projects outlined and funded in the annual capital improvement program budget and identified in the 2017 Council-approved Water and Wastewater Rate Study and Measure G funded Paving Projects. Consultants are being brought on in various phases to help with the timely delivery of CIP projects, which includes Measure G funded paving projects. Each consultant still needs oversight by a staff engineer to assure projects are delivered and City-wide goals are met. The number of backlogged projects that can move forward is limited by the heavy workload already being managed by overburdened staff engineers. The project workload has increased significantly to a point that the overburdened staff engineers are experiencing burnout. Revenue Source: Capital Projects: 85%; Gas Tax: 15	Proactive Planning	170,545		170,545	-
Citywide Traffic Speed Study	Proactive Planning		40,000		40,000
Temporary Engineering Assistance with projects, Engineering counter, and permits	Proactive Planning	0	25,000		25,000
Public Works Admin & Eng Total		\$583,570	\$ 65,000	\$ 583,570	\$65,000

Summary of Proposed Budget Enhancements

Budget Enhancement Request	City Council Priority & Focus Area	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
PW Streets					
Add 1.0 Management Analyst II, Step 3 position to be funded 85% Enterprise Fund (Wastewater: 40%, Water: 40%, Stormwater: 5%), 10% Internal Services Fund (Garage 5%, Facilities: 5%) and 5% General Fund (Streets 5%). This position will have a working title of "Business Application Support Analyst" but will be hired under the job classification title of "Management Analyst II". The analyst position will be established to address many of the recommendations from the "City of San Bruno Public Works Department Organizational Assessment" prepared by Municipal Resource Group, LLC. This position will focus mainly on application enhancements that will coordinate the Department's implementation of GIS, CMMS, Asset Management across all Operation Divisions to schedule and track work, manage assets, and eliminate the duplicative manual scheduling and tracking of systems. Furthermore, this position will also focus supporting the Engineering's section's effort to identify and implement a project management software and develop procedures and processes related to project management. This position will also support the My Government Online permitting system implementation effort to reduce double entry and manual tracking of permits. From the business perspective, this position will help create or streamline business workflows that are needed to automate processes with the applications described above. The key value of the business analyst is to analyze workflow and design business processes and workflow strategies that can utilize software applications to access, retrieve, define data rules/relationships, and methods of quality control of databases to leverage all software applications to help report and provide insight into metrics of the department. Currently there is not a function like this for the City or Department. Another recommendation achieved is to evaluate the City's contract with Lynx technologies to ensure that all necessary GIS-related services are provided, and that all necessary or desired system features are functional. This position will help satisfy a staffing recommendation to consider creating a position dedicated to asset management so as to ensure that the data over time with the advent of new systems and equipment have a level of reliability. The application efforts that the business analyst will work on should help to provide the data needed to achieve the departments organizational and operational effectiveness goals, as recommended, by setting the foundation to establish performance and workload metrics for the Department, identify and track timelines for response to common service requests, appropriately resource staffing levels to deliver the Capital Improvement Program, aid in developing a more structured approach to identifying, prioritizing, and performing street maintenance activities in the Streets & Stormwater Division such as contracting out easily measured and verified work in the Street's Division. This position will coordinate the input/maintenance of vital infrastructure inventories and update them as crews make repairs and capital improvements are completed.	Proactive Planning	7,373	-	-	7,373
Public Works Streets Total		\$7,373	\$ -	\$ -	\$7,373
Planning					
Consultant Services for General Plan and Zoning Amendments- The City continues to finalize its next Housing Element Update and is initiating its General Plan update to be compliant with applicable State houses and to explore new ways to solve the State's housing crisis. Consultant services in preparation for the associated General Plan and Zoning Amendments and environmental documents for selected properties is necessary. \$24,000 will be funded by General Plan Maintenance revenue.	Proactive Planning		100,000	24,000	76,000
Consultant services for the update of the General Plan Safety Element- The City is initiating a General Plan Safety Element to address climate adaptation and resiliency strategies, and fire hazard severity zones, in compliance with State law.	Protect & Improve Community Aesthetics and		70,000	70,000	
Consultant services for the Housing Element Update (FY22-23) for CEQA and Water Study- The City anticipates to seek proposals from qualified consultants to prepare the environmental analysis and water study to complete the required Housing Element Update, under State law, in a manner consistent with the Regional Housing Needs Allocation planning period. City's Housing Element Update is required to be approved by City Council and certified by HCD by January 2023.	Proactive Planning		120,000		120,000
Planning Total		\$0	\$ 290,000	\$ 94,000	\$196,000
Building					
Add Consultant for in-house Plans Examiner services. The City has been providing increased over the counter (OTC) services to applicants for plan checking services. With an in-house Plan Examiner, applicants will receive additional opportunity for faster plan review services and further assistance on comments and corrections. CED is requesting a Contract Plans Examiner providing 24 hours of in-house plan check per week. The applicant will be charged for the hourly contracted rate and the services will be cost recoverable.	Proactive Planning		141,960	141,960	0
Contract On-Demand Senior Building Inspector - The City is experiencing an increase in development activities which will require more capacity to support field building inspectors for larger and more complex development projects. Additional on-demand building inspector service provided by qualified consultants firms for up to 36 hours (4 working days) a week would be necessary to ensure smooth department operation.	Proactive Planning		250,000	250,000	0
Building Total		\$0	\$391,960	\$391,960	\$0

Summary of Proposed Budget Enhancements

Budget Enhancement Request	City Council Priority & Focus Area	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
Parks Maintenance					
Reclassify 1.0 Maintenance Worker I/II to Lead Maintenance Worker and 1.0 Maintenance Worker I/II to Community Services Technician I/II - The Parks Division is requesting classification changes to two Park Maintenance Worker I/II positions to better manage the work of the Division. An assessment of the Parks Division indicated two areas of work that, with a minor reorganization of staffing, will yield greater efficiencies in service delivery: repair and maintenance of our aging parks infrastructure and the facilitation of the tree program and service requests. The Parks Maintenance Worker Lead will be responsible for repair of aging infrastructure items such as irrigation, fencing, signage, sports facilities, drinking fountains, park amenities, and special projects. Grouping this repair work for a new crew will allow a more focused service delivery by the two existing crews that focus on the daily landscape and softscape work in our parks. Additionally, one of the Parks Maintenance Worker I/II positions is requested to be converted to a Community Services Technician I/II. This is a new classification that will be similar to the Community Development Technician I/II in terms of their responsibility for a permitting program (Trees) and coordination of SB responds service requests. This function is currently distributed between Administration and Parks, resulting in an inefficient service delivery model. Full assignment of permits and SB responds to the Parks Division will appropriately assign this work to subject-matter experts, create a more streamlined process, and provide improved service delivery to our residents.	Proactive Planning	261,686		235,333	26,353
Parks Maintenance Total		261,686	\$ -	\$ 235,333	26,353
Internal Service Funds					
Central Garage					
Add 1.0 Management Analyst II, Step 3 position to be funded 85% Enterprise Fund (Wastewater: 40%, Water: 40%, Stormwater: 5%), 10% Internal Services Fund (Garage 5%, Facilities: 5%) and 5% General Fund (Streets 5%). See full explanation under Streets	Proactive Planning	7,373	-	-	7,373
Fleet Study	Proactive Planning		60,000		60,000
Contract repair of diesel and specialty City Vehicles and equipment	Proactive Planning	15,000			15,000
Central Garage Total		22,373	\$ 60,000	\$ -	82,373
Building and Facilities					
Add 1.0 Management Analyst II, Step 3 position to be funded 85% Enterprise Fund (Wastewater: 40%, Water: 40%, Stormwater: 5%), 10% Internal Services Fund (Garage 5%, Facilities: 5%) and 5% General Fund (Streets 5%). See full explanation under Streets	Proactive Planning	7,373	-	-	7,373
San Mateo Avenue decorative street lighting maintenance	Proactive Planning	10,000		-	10,000
Backflow testing and certification	Proactive Planning	7,500		-	7,500
Generator contract maintenance	Proactive Planning	20,000		-	20,000
HVAC contract maintenance	Proactive Planning	16,000		-	16,000
Roof contract maintenance	Proactive Planning	14,000		-	14,000
Building and Facilities Total		\$74,873	\$ -	\$ -	\$74,873
Information Technology					
New City phone system maintenance support. Recurring annual maintenance contract for the new phone system from CIP phone upgrade.	Proactive Planning	25,000			25,000
CivicPlus-City Website Hosting Service, including Emergency and Mass Notification platform with Multi-Channel Alerting, NOAA Weather Alerts. Ongoing City website service hosting.	Proactive Planning	27,000			27,000
City Wide SMS communication system. The City always makes communication a priority, but it is especially important during times of emergency. SMS/MMS messaging systems can help provide alerts during such critical moments, as well as improve information exchanges with the public on a day-to-day basis. The City currently lacks a SMS communication system to send mass notifications and time-critical alerts.	Proactive Planning	5,000			5,000
Macrium imaging tool. Imaging application to automate deployment of desktops/laptops to save IT staff time. Currently deployed.	Proactive Planning	600			600
Citrix Cloud Navigator. Feature to allow mapping of OneDrive cloud file hosting service in Citrix environment. Currently deployed.	Proactive Planning	4,500			4,500
2 network switches - Police and Parks & Recreation. Current equipment not covered under a maintenance contract and are critical to the Police Department phone and data network and the Parks and Recreation network infrastructure.	Proactive Planning		12,000		12,000
Information Technology Total		62,100	\$ 12,000	\$ -	\$74,100

Summary of Proposed Budget Enhancements

Budget Enhancement Request	City Council Priority & Focus Area	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
Enterprise Funds					
Water Enterprise					
Add 1.0 Management Analyst II, Step 3 position to be funded 85% Enterprise Fund (Wastewater: 40%, Water: 40%, Stormwater: 5%), 10% Internal Services Fund (Garage 5%, Facilities: 5%) and 5% General Fund (Streets 5%). See full explanation under Streets	Proactive Planning	58,984	-	-	58,984
Capital Project Accountant - Funded by enterprise funds (50% Water and 50% Wastewater) to provide financial support for Water and Wastewater funds, including PO management, invoiceing, reconciliation, reporting. This position reports to Finance.	Proactive Planning	65,877			65,877
Overtime	Proactive Planning		50,000	-	50,000
Treatment of Wells	Proactive Planning	80,000	-	-	80,000
Water Quality testing for Wells	Proactive Planning	67,000	-	-	67,000
Pipes, Fittings, and replacement parts	Proactive Planning	55,000	-	-	55,000
Treatment of testing supplies for tanks	Proactive Planning	11,000	-	-	11,000
Water Quality treatment feed pumps, chlorine analyzer, and supplies	Proactive Planning	7,000	-	-	7,000
Radio tower base station and water meter technology maintenance and monitoring	Proactive Planning	10,000	-	-	10,000
Annual Water Supply & Demand Assessment and Shortage Report	Proactive Planning	10,000	-	-	10,000
Hach water quality testing supplies	Proactive Planning		55,000	-	55,000
RCS unit tools and repair equipment	Proactive Planning		15,000	-	15,000
16-inch ductile iron chansaw	Proactive Planning		5,000	-	5,000
Emergency scene lights	Proactive Planning		5,000	-	5,000
Water Enterprise Total		364,861	130,000	0	494,861
Stormwater Enterprise					
Add 1.0 Management Analyst II, Step 3 position to be funded 85% Enterprise Fund (Wastewater: 40%, Water: 40%, Stormwater: 5%), 10% Internal Services Fund (Garage 5%, Facilities: 5%) and 5% General Fund (Streets 5%). See full explanation under Streets	Proactive Planning	7,373	-	-	7,373
Stormwater contract spot repair, including replacement of conveyance pipe, culverts, catch basins, inlets, emergency response, and other related services as needed	Proactive Planning		10,000		10,000
Sidewalk monthly pressure washing services	Proactive Planning	52,400			52,400
Stormwater Enterprise Total		59,773	10,000	0	69,773
Wastewater Enterprise					
Add 1.0 Management Analyst II, Step 3 position to be funded 85% Enterprise Fund (Wastewater: 40%, Water: 40%, Stormwater: 5%), 10% Internal Services Fund (Garage 5%, Facilities: 5%) and 5% General Fund (Streets 5%). See full explanation under Streets	Proactive Planning	58,984	-	-	58,984
Capital Project Accountant - Funded by enterprise funds (50% Water and 50% Wastewater) to provide financial support for Water and Wastewater funds, including PO management, invoiceing, reconciliation, reporting. This position reports to Finance.	Proactive Planning	65,877			65,877
Wastewater Master Plan Update	Proactive Planning		100,000	-	100,000
Sanitary Sewer Management Plan Update	Proactive Planning		60,000	-	60,000
Spare pump at Lomita Pump Station	Proactive Planning		30,000	-	30,000
Replacement tractor and wheel kit for sewer pipe video inspections	Proactive Planning		23,000	-	23,000
Upgrade sewer pipe video inspection (CCTV) software	Proactive Planning		22,000	-	22,000
Wastewater Enterprise Total		124,861	\$ 235,000	\$ -	359,861
Total Supplemental Requests		\$2,062,347	\$1,268,760	\$ 1,315,863	\$2,015,244
Total General Fund Costs		\$ 1,480,301	\$ 869,040	\$ 1,315,863	\$ 1,033,478
Total American Rescue Plan Act Fund Costs		\$ -	\$ -	\$ -	\$ -
Total Measure G Costs		\$ -	\$ -	\$ -	\$ -
Total Internal Service Funds Costs		\$ 159,346	\$ 72,000	\$ -	\$ 231,346
Total Enterprise Funds Costs		\$ 549,496	\$ 375,000	\$ -	\$ 924,496

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City and Community Information
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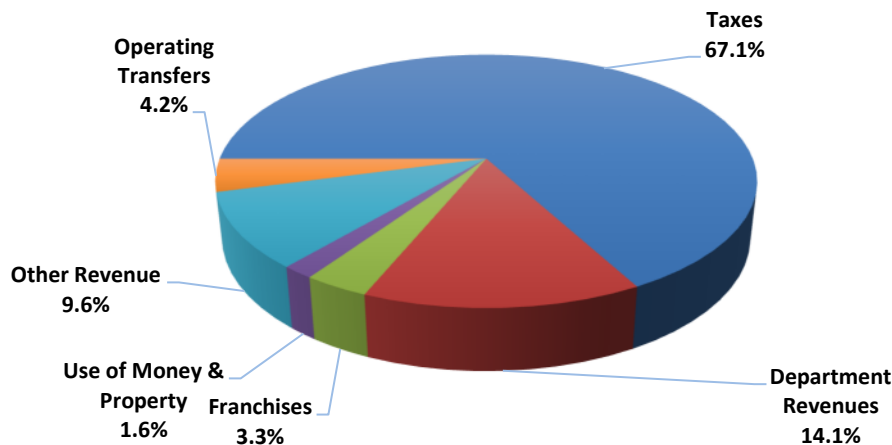
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CITY OF SAN BRUNO

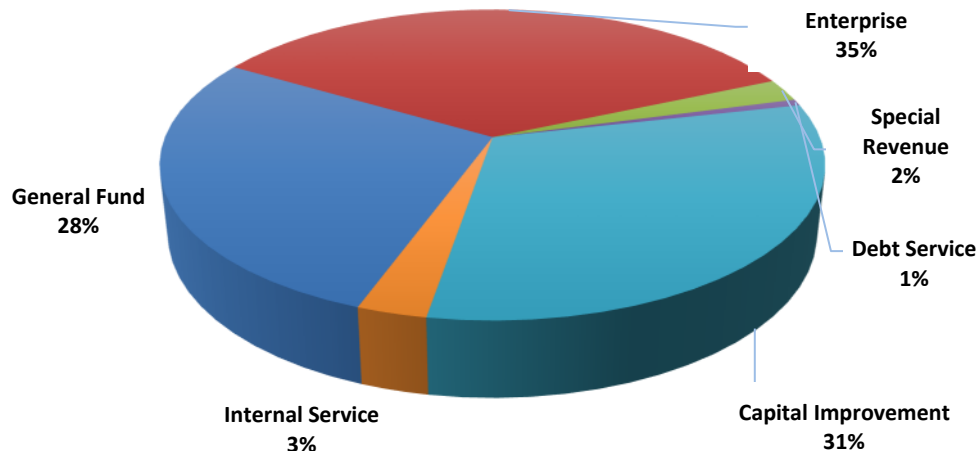
OPERATING AND CAPITAL BUDGET OVERVIEW for the Fiscal Year ending FY2022-23

The City's Budget is a flexible spending plan that is the legal authority for departments to commit financial resources to provide municipal services. The Operating and Capital Budget for Fiscal Year FY2022-23 equals \$261.2 million. The City expenditure budget includes \$55.5 million in the General Fund and \$205.7 million in Other Funds (i.e. Capital Improvement Program, Water, Wastewater, Cable, Grant Funds, Internal Service Funds, etc.). The City's General Fund Budget is approximately 21% of the total Operating Budget in FY2022-23. The City's General Fund Budget provides the majority of services commonly associated with government (i.e. public safety, recreation, community development, general government, and public works).

General Fund Revenues



Total Expenditures for All Funds \$261,210,531



I. Users Guide to the Budget

Every year, the Finance Department coordinates the preparation of the Operating Budget and the Capital Improvement Program (CIP). The Operating Budget and Capital Improvement Program are combined into one, comprehensive budget document.

Operating Budget

The Operating Budget is summarized at a department level. Department budgets report related operations and programs aimed at accomplishing a broad goal or accomplishing a major service. Every effort has been made to present the budget in an easy to read format.

The Operating Budget is divided into twelve sections: (1) City Manager's Message; (2) City and Community Information; (3) Financial Summaries; (4) Personnel Summaries; (5) General Fund; (6) Enterprise Funds; (7) Internal Service Funds; (8) Special Revenue Funds; (9) Capital Improvement Program; (10) Equipment Purchases; (11) Debt Service; and (12) Appendices. The Financial Summaries Budget Section reports projected fund balances, appropriations, estimated revenues, and transfers for all City operations. The fund summary, the revenues, and the expenditures for each fund are reported within the applicable section.

As an introduction to the Budget, it is recommended that the reader review the budget overview on the succeeding pages and summary information included in Section 3 – Financial Summaries Budget. Department overviews are presented within the General Fund Section. The department overview presents the departmental organization chart, mission statement, funding totals, performance measures and workloads, goals, objectives, and accomplishments. Detailed information by line item is presented following each department summary.

Capital Improvement Program

The Capital Improvement Program is presented as a separate section in this document. The section matches funding sources with capital expenditures while developing a five-year schedule of projects.

The Capital Improvement Program section contains summary information in the following categories: Financial Summaries; Water Capital; Wastewater Capital; Stormwater Capital; CityNet Services Capital; Parks Capital; Police Capital; Facilities Capital; Streets Capital; Technology Capital; and Unfunded Priorities.

Each project has been assigned an identification number that will remain with the project throughout its life. The project identification number allows the tracking and monitoring of projects over multi- year periods. The sequential numbers do not represent the priority of each project.

Prior to City Council's consideration of the budget document, the Capital Improvement Program was provided to the Planning Commission for review to ensure consistency with the City's General Plan. A project description is provided for each current project to summarize the activity to date, the proposed five-year activity, and the funding being provided.

FY2023-27 Capital Improvement Program

Project Category	FY2022-23			Total					Unfunded
	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget	
Water	\$ 14,933,889	\$ 10,354,091	\$ 25,287,980	\$ 19,350,000	\$ 11,450,000	\$ 29,950,000	\$ 17,700,000	\$ 103,737,980	\$ -
Wastewater	20,168,279	5,300,000	25,468,279	14,700,000	14,750,000	11,500,000	10,500,000	76,918,279	-
Stormwater	2,462,052	-	2,462,052	-	-	-	-	2,462,052	-
CityNet Services	117,000	-	117,000	-	-	-	-	117,000	-
Parks	477,069	4,604,975	5,082,044	-	1,450,000	-	-	6,532,044	-
Fire	1,577,431	150,000	1,727,431	775,000	775,000	150,000	150,000	3,577,431	-
Police	295,681	427,000	722,681	-	-	-	-	722,681	-
Facilities	24,576,047	25,968,777	50,544,824	405,498	292,048	186,967	150,660	51,579,997	-
Street Improvements	11,651,769	9,811,397	21,463,166	5,080,000	6,150,000	950,000	1,000,000	34,643,166	-
Technology	739,295	1,150,000	1,889,295	950,000	50,000	50,000	-	2,939,295	-
Unfunded Priorities	-	-	-	-	-	-	-	-	529,504,999
Total	\$ 76,998,512	\$ 57,766,240	\$ 134,764,752	\$ 41,260,498	\$ 34,917,048	\$ 42,786,967	\$ 29,500,660	\$ 283,229,925	\$ 529,504,999

II. Budget Development Process

On February 7, 2022, the Finance Department distributed the FY2022-23 Budget Manual to City Departments. Examples of these guidelines, which were presented to aid in the development of departmental budgets, are as follows:

- Maintain budgets at current levels;
- Increases that are necessary to maintain current operational levels must be justified and prioritized.
- Reserve funds are funded in the budget in accordance with City Council direction.
- All department budgets and any budget proposals for service level enhancements must be in line with the following City Council priorities:
 - Implementation of the Transit Corridor Vision to Revitalize Downtown and Commercial Corridor;
 - Assure Rehabilitation & Replacement of Critical Community Facilities and Infrastructure;
 - Grow City Revenues to Assure On-Going Fiscal Stability and Economic Vitality;
 - Continue to Strengthen Community Connections and Engagement;
 - Protect and Improve Community Aesthetics and Safety;
 - Continue Proactive Planning for the Future of San Bruno; and
 - Organizational Health and Employee Success.
- All department budgets and any proposals for service level enhancements must be in line with the City Manager's Performance Goals; and
- Continue to look for opportunities for reprioritization of existing resources to better meet service delivery, efficiencies, and cost savings.

Budget Change Procedures

The City's Operating Budget is a flexible-spending plan, which commits resources to the accomplishment of City Council goals and objectives. City Council approval is required for changes impacting fund balances (i.e. increases to appropriations). Approval is also required for all budget transfers between departments/divisions that alter the fund balance. Supplemental budget appropriations can be made at any time during the year and are reflected in the Quarterly Budget Reports to City Council.

III. Constitutional Spending Limits

Article XIII (B) of the California Constitution provides that the City's annual appropriations be subject to certain State limitations. This appropriations limit is often referred to as the Gann Limitation. The City's limitation is calculated each year and is established by a resolution of the City Council.

The Gann spending limit will be included in the adopted budget.

IV. Key Budget Assumptions

Several budget assumptions were included in the Budget for FY2022-23. These assumptions will be carefully monitored throughout the fiscal year while evaluating budgetary performance. Some of the key budget assumptions include:

- A. Property Tax revenues will decrease by approximately 1% from FY2022-23 amended budget.
- B. Sales Tax revenues are estimated to increase by 2% from the FY2022-23 amended budget.
- C. Transient Occupancy Tax is estimated to increase by 60% from the FY2022-23 amended budget.
- D. Vehicle License fees are expected to increase by 43% from the FY2022-23 amended budget.
- E. Regulatory Cardroom fee is estimated to increase by 5% from the FY2022-23 amended budget.
- F. Overall Department revenues are estimated to decrease by 6% from the FY2022-23 amended budget.

V. General Fund

	2019-20 Actual	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget
Beginning Fund Balance, July 1	\$ 2,798,746	\$ 2,575,229	\$ 5,485,682	\$ 5,485,682	\$ 5,485,682	\$ 7,633,890
Revenues						
Taxes	30,544,893	33,570,905	32,747,846	33,847,847	37,178,849	36,828,661
Departmental Revenues	5,437,724	6,135,177	8,249,125	8,253,826	6,966,945	7,747,746
Franchises	1,861,255	1,798,674	1,839,000	1,839,000	1,837,035	1,827,000
Use of Money & Property	2,087,174	(221,919)	830,524	830,524	924,010	900,900
Other Revenue	4,402,075	5,367,723	4,989,233	4,973,759	4,991,998	5,275,800
Transfer In from Other Funds	4,331,351	5,793,108	1,111,500	1,171,473	1,147,270	2,305,000
Total Revenues	48,664,472	52,443,667	49,767,229	50,916,429	53,046,107	54,885,106
Expenditures						
General Administration	5,359,016	5,615,928	6,090,414	6,373,282	5,899,676	6,473,272
Public Safety	30,220,009	31,107,922	30,946,434	31,269,460	31,116,179	33,377,406
Public Works	4,251,710	4,123,961	3,829,698	3,940,639	3,726,202	4,273,063
Community & Econ. Development	3,589,926	3,145,919	3,071,226	3,453,906	2,953,568	3,092,523
Community Services	8,790,412	7,638,163	7,745,725	7,958,944	7,566,067	8,883,870
Non-Departmental	945,330	1,542,930	943,211	999,195	1,411,425	1,427,688
Internal Allocations	(5,629,907)	(5,779,131)	(3,048,370)	(3,048,370)	(3,048,370)	(3,382,792)
Transfer to Other Funds	1,361,494	1,471,197	1,273,152	1,273,152	1,273,152	1,374,875
Total Expenditures	48,887,989	48,866,890	50,851,490	52,220,208	50,897,899	55,519,905
Surplus (Deficit)	(223,517)	3,576,777	(1,084,260)	(1,303,779)	2,148,208	(634,799)
Reserve for Encumbrances		666,324				
Unidentified Future Reductions						
Ending Fund Balance, June 30	\$ 2,575,229	\$ 5,485,682	\$ 4,401,422	\$ 4,181,904	\$ 7,633,890	\$ 6,999,092

General Fund Tax Changes

General Fund estimated revenues are \$50.5 million for FY2022-23. This represents an increase of \$3.2 million when compared to the FY2021-22 Amended Budget.

Economic Changes:	FY2022-23
Taxes:	
Property Taxes	(\$177,270)
Sales & Use Tax	\$162,641
Transient Occupancy Tax	\$1,039,442
Vehicle License Fees	\$1,997,493
Regulatory Cardroom Fees	\$112,508
Business Taxes	(\$154,000)
Franchise Fees	(\$12,000)
Use of Money & Property	\$70,376
Transfers In & Other Revenues	\$1,435,568
Department Revenues	(\$506,081)
Total Increases to Revenue	\$3,968,677

Expenditure Containment

Expenditure containment and efficient service delivery has been and continues to be a high priority. The budget was built using a zero-growth concept. In total, FY2022-23 General Fund budget expenditures increased by \$3.3 million (6.3%) from the amended budget for the previous fiscal year. The primary reason for the increase is the scheduled increase in personnel costs as well as significant increases for CalPERS, medical insurance and capital expenditures.

History of San Bruno



The City of San Bruno takes its name from neighboring San Bruno Mountain, which was named after the explorer Captain Bruno Heceta in 1775 – also known as Saint Bruno the Confessor after his patron saint. The City is located at the crossroads of the two main paths around San Bruno Mountain. These paths were established very early in the area's settlement: Bayshore Road and Mission Road/Railroad. By the 1880's, San Bruno had developed from wilderness to ranches and was the supplier of livestock and dairy to San Francisco residents.

The turn of the 20th century included many changes for San Bruno. The population surged following the Great 1906 San Francisco Fire and Earthquake, which led to the construction of three public schools in six years. On August 7, 1912, El Camino Real in San Bruno became the first paved highway in the State. Before Tanforan was developed as a shopping center, it was an airstrip that saw the first airplane flight in the Bay Area by Frenchman Louis Paulhan and then a racetrack.

On December 23, 1914, the City became an incorporated municipal law agency with a population at the time of approximately 1,400 residents. Louis Traeger, who had moved to San Bruno after the 1906 earthquake was elected as the City's first Mayor. The population passed 1,500 by 1920 and soared to over 3,600 by 1930.



San Bruno was a rural town until the 1940s when two events changed the city dramatically. First, the United States government used the Tanforan horseracing track for the internment of American citizens of Japanese descent during World War II. Subsequently, the United States military established a permanent military presence in the city. Thousands of military personnel went through San Bruno on their way to and from military outposts in the Pacific and upon their return from war many decided to settle in the area.

The second event of the 1940s that changed San Bruno was the purchase and development of much of the land owned in the city by the Mills family, founders of the Bank of California. The new owner, George Williams, built houses marketed to military support personnel and veterans returning from service in World War II. Soon after Williams developed the Mills Park Addition, the western hills of San Bruno were also developed with housing. The housing boom that took place between the 1940's and 1960's transformed San Bruno from a town of about 6,500 to a thriving community of over 35,000 by the mid 1960's. Since then the population has stabilized due to a lack of available land. Currently, there are approximately 45,000 residents in San Bruno.

PRESENT DAY

Early in the new millennium, San Bruno is again at a major crossroads in its history. In 2000, the Bay Area Rapid Transit (BART) system opened a station in San Bruno conveniently linking San Bruno to San Francisco and the East Bay. Also in 2000, the United States Government sold off a majority of its San Bruno navy base to a private developer. In 2005, transformation of the former military installation into a vibrant transit oriented mixed-use development called The Crossing was well underway. The Crossing was completed and comprised of owner and tenant occupied residential housing, senior housing, a major hotel, and commercial space.

The City continues to provide support and response to inquiries from Crestmoor Neighborhood residents. The Glenview Fire resulted from a PG&E pipeline explosion. Reconstruction of the Crestmoor neighborhood rebuild is nearing completion in 2020 including the completion of the new Earl/Glenview Park.

With the passage of the Downtown and Transit Corridors Economic Enhancement Initiative (Measure N), San Bruno has already begun implementing the Transit Corridors Plan (TCP) which will result in economic enhancements in the downtown area. A major development was recently completed including an 83 residential unit, mixed-use development at the south end of San Mateo Avenue called the Aperture.

FUTURE

Community and economic development is the key to San Bruno's future, and one purpose of the budget document is to outline the resources necessary to maintain the services provided to the community. Development is expected to continue in the Transit Corridors Plan area in the coming years. The City also began a streetscape planning effort in FY2018-19 to create a cohesive and more enjoyable street design with modernized and attractive design features, signage, landscaping and street furnishings on San Mateo Avenue.

A major update to the Bayhill Specific Plan is underway which will integrate the office Park with its surroundings, near downtown, the Transit Corridor and public transit and major freeways. The plan will promote multimodal connectivity and is the current home of YouTube and Walmart.com, the City's largest employers. A major planned expansion is currently being reviewed by City staff for the YouTube office space.

CITY GEOGRAPHY

The City is located approximately 12 miles south of the City of San Francisco and is bordered by the communities of South San Francisco to the north, Millbrae to the south, Pacifica to the west and San Francisco International Airport to the east.



CITY AUTHORITY

The City is a general law city under California State law and its rights, powers, privileges, authority and functions are established through the State constitution and State law. The powers granted California cities by state statute include the power to: sue and be sued; purchase, receive by gift or bequest and hold land, make contracts and purchases and hold personal property necessary to the exercise of its powers; manage, sell, lease, or otherwise dispose of its property as the interest of its inhabitants require; levy and collect taxes as authorized by law and exercise such other and further powers as may be especially conferred by law or as may be necessarily implied from those expressed.

ELECTED OFFICIALS

The voters of San Bruno directly elect a Mayor and four City Council members. With the exception of the Mayor who is elected to a two-year term, the elected officials serve overlapping four-year terms. The City Council sets policy and exercises legislative authority for the City. By City ordinance, the City Council holds meetings on the second and fourth Tuesday of every month and at such other times as, in the opinion of the City Council, the public interest may require.

The current elected officials and the dates upon which their respective terms expire are as follows:

Role	Name	Term Expiration
Mayor	Rico Medina	November 2022
Vice Mayor	Marty Medina	November 2022
Member	Tom Hamilton	November 2024
Member	Linda Mason	November 2022
Member	Michael Salazar	November 2024

ADMINISTRATION & MANAGEMENT

The City Council appoints the City Manager who appoints other City officials and is charged with overseeing the City's daily operations. Many advisory boards, commissions, and committees assist the City Council in carrying out various aspects and functions of city government.

CITY SERVICES

The City provides a wide range of services to its residents including public safety protection through Police and Fire; the construction and maintenance of streets and infrastructure including water, wastewater, and stormwater services; community development through planning, building inspection, code enforcement, and redevelopment of key city areas; parks maintenance and full recreation services; library services; cable television and broadband internet services; and financial management and administration of the overall organization. Other entities within the city-incorporated area provide service to the City's population even though the City may not exercise oversight responsibility or fiscal control over such entities; these entities include school districts and other special districts.



DIRECTORY OF OFFICIALS

ELECTED OFFICIALS

Mayor.....Rico E. Medina
Vice Mayor.....Linda Mason
Council Member.....Tom Hamilton
Council Member.....Marty Medina
Council Member.....Michael Salazar

ADMINISTRATIVE PERSONNEL

City Manager.....Jovan D. Grogan
City Clerk.....Vacant
Assistant City Manager.....Vacant
City Attorney.....Marc Zafferano
Finance Director.....Qianyu Sun
Community & Economic Development Director.....Pamela Wu
Community Services Director.....Ann Mottola
Fire Chief.....Ari Delay
Police Chief.....Ryan Johansen
Public Works Director.....Matthew Lee
CityNet Services Director.....Sandeep Krishnamurthy

COMMISSIONS, BOARDS, AND COMMITTEES

Planning Commission

Rick Biasotti
Marco Durazo
Auros Harman, Chair
Mary Lou Johnson
Kelly Lethin
Gerard Madden, Vice Chair
Valentine Morgan

Parks & Recreation Commission

Kris Gonzales, Vice-Chair
Lorry Greenberg
Tom Kuhn
Jessica Martinucci
David Nigel
Mike Palmer, Chair
Lucy Zamattia
Michael Zastrow
Adam Zbriger, Youth Rep.

Culture & Arts Commission

Pamela Gamble
Jeanne George
Pamela Madden, Chair
Janet Monaghan, Vice Chair
Melissa Rohlf

San Bruno Community Foundation

Raul Gomez, Secretary
Pak Lin, Treasurer
Melissa Moreno
Malissa Netane-Jones, President
Supriya S. Perry
Jim Ruane, Vice President
Irving Torres

Citizens Revenue Measure Oversight Committee

Anthony Clifford, Vice Chair
Jim Evangelist
Ariella Fioranelli
Vaughn Gregory, Chair
Frank Hedley
John Marty
John Seevers

Senior Citizens Advisory Committee

Barbara Cox
Herb Chu
Bunny Epperson, Chair
Linda Holman
Ralph Olcese
Pricilla Martinez, Vice Chair
Joyce Satow

Bicycle & Pedestrian Advisory Committee

Robert Anicetti
Jules Brouillet
Matt Gaines, Vice Chair
David Nigel
Cecile Riborozo
Paul Rose
Gus Sinks, Chair

Emergency Preparedness Committee

Ron LaPedis, Chair
Janet Lutus
Zidane Mili
George Peponis
Malcolm Robinson, Vice Chair

Traffic Safety & Parking Committee

Rhonda Collins
Roberta Hannibal
John Lampros, Vice Chair
Stephen Seymour, Chair
Scott Thomas

Citizens Crime Prevention Committee

Rhonda Boone
Linda Boscono
Peter Carey
Chad Keele, Chair
Robert Riechel
Deanna Robinson
Richard Wong, Vice Chair

Mission Statement

The City of San Bruno exists to provide exemplary services for our community that enhance and protect the quality of life.

Core Values

Integrity

Protecting, guarding and shepherding public resources and interests

Teamwork

Exemplary service to the community

Competent, well-trained employees

Friendliness

Commitment to the community

Vision Statement

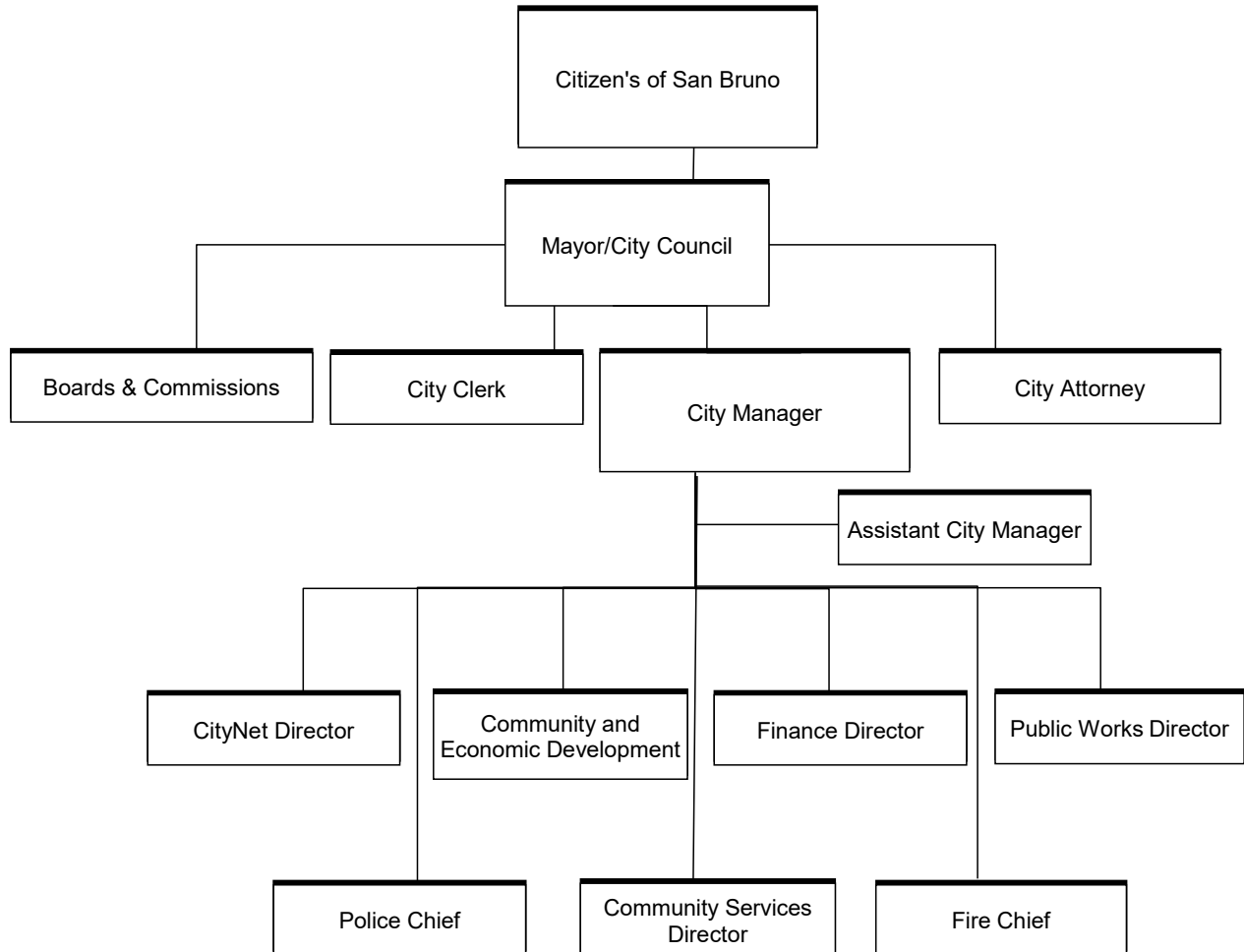
San Bruno will be the Peninsula City of choice in which to live, learn, work, shop and play.

Priority Focus Areas

The City Council reviews priority areas of focus as part of the development of the annual operating and capital improvement program budgets. The priority areas of focus can and do change over time, based on interest, need and resources. Below are the approved City Council's Priority Focus Areas for FY2022-23 (not listing in any order of preference or priority).

- Implement Transit Corridor Vision to Revitalize Downtown and Commercial Corridor
- Assure Rehabilitation & Replacement of Critical Community Facilities and Infrastructure
- Grow City Revenues to Assure On-Going Fiscal Stability and Economic Vitality
- Continue to Strengthen Community Connections and Engagement
- Protect and Improve Community Aesthetics and Safety
- Continue Proactive Planning for the Future of San Bruno
- Organizational Health and Employee Success

CITY OF SAN BRUNO



FISCAL POLICIES

RESERVE POLICIES

- **General Fund Contingency Fund** – The General Fund Contingency Fund shall be established with a goal of maintaining a target fund balance of \$1.5 million. This fund can be utilized through resolution of the City Council for any appropriation deemed appropriate.
- **General Fund Reserve** – The General Reserve Fund shall be established with a goal of maintaining a target fund balance of 25% of the budgeted General Fund expenditures. The General Fund Reserve Fund balance shall not fall below 15% of General Fund operating expenditures except in a declaration of emergency.
- **Emergency Disaster Reserve** – An Emergency Disaster Reserve shall be established with a goal of maintaining a target fund balance of \$3 million. This fund is intended to be utilized in the event of a declaration of emergency that requires the expenditure of funds outside of the adopted budget.
- **Capital Improvement Reserve** – A Capital Improvement Reserve Fund shall be established with a goal of obtaining an initial fund balance of \$5 million. While this fund has an initial goal of \$5 million, funds shall continue to be added to this fund until it has reached a fund balance of \$8 million.
- **Central Garage Reserve** – The Central Garage Reserve shall be funded at a target amount of 25% of budgeted department expenditures, not to drop below 15% except in a declaration of emergency.
- **Building and Facilities Reserve** – The Buildings and Facilities Reserve shall be funded at a target amount of 25% of budgeted department expenditures, not to drop below 15% except in a declaration of emergency.
- **Technology Reserve** – The Technology Reserve shall be funded at a target amount of 25% of budgeted department expenditures, not to drop below 15% except in a declaration of emergency.

REVENUE POLICIES

The receipt of one-time and unbudgeted revenues will not be used for ongoing operating expenditures but will instead be added to the reserve funds. In addition, any surplus remaining in the General Fund Operating Budget at year-end shall automatically be transferred to the reserve funds.

The City will establish fees at rates that obtain fair and reasonable recovery of costs incurred in providing services, thereby minimizing or eliminating the use of limited general tax revenues. The City will maximize cost recovery through annual review and evaluation of fees to determine that they are set at appropriate levels to cover the costs of doing business and take market comparisons into consideration. The City Council has directed that cost recovery should be an important component of the City's financial stability strategy; therefore, the Master Fee Schedule is updated annually for the City Council's consideration.

CAPITAL ASSET POLICY

The City's assets are capitalized at historical cost or estimated historical cost. Policy has set the capitalization threshold for reporting capital assets at \$10,000 if actual is unavailable, except for donated Capital Assets which are recorded at their estimated fair value at the date of donation. Gifts or contributions of capital assets are recorded at fair market value on the date donated. Public domain (infrastructure) capital assets include roads, bridges, curbs and gutters, streets, sidewalks, drainage systems, and lighting systems and are capitalized at \$100,000.

ACCOUNTING POLICIES

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement.

All Governmental Funds and Agency Funds are accounted for using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available as net current assets. In this context, available means when receivable and due, when payment is expected within the current period, or within sixty (60) days of year end, and thus available to pay debts of the current period.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

All Proprietary Funds are accounted for using the full accrual basis of accounting. Revenues are recognized when they are earned and become measurable, and expenses are recognized when they are incurred if measurable.

The City's financial records will be audited annually by a reputable independent certified public accounting firm. Annual financial reports shall be prepared each year within six (6) months of the close of the previous fiscal year and submitted to the City Council in accordance with section 2.28.030 of the Municipal Code.

The City developed a five-year Capital Improvement Program (CIP) plan detailing specific budgeted capital projects. Each of the projects are consistent with the overall goals and principles of the City Council.

BUDGETARY POLICY

The City follows these procedures in establishing the budgetary data reflected in the financial statements:

1. Public meetings are conducted to obtain public comments. The City Council annually adopts the budget for the ensuing fiscal year prior to July 1st.
2. Legally adopted budgets and formal budgetary integration is employed as a management control device during the year for all Governmental, Proprietary and Fiduciary Fund Types.
3. Budgets for the General, Major Special Revenue, and Capital Project Funds are adopted on a basis consistent with accounting principles generally accepted in the United States of America (GAAP).

4. Under Article XIII B of the California Constitution (the GANN Spending Limitation Initiative), the City is restricted as to the amount of annual appropriations from the proceeds of taxes, and if proceeds of taxes exceed allowed appropriations, the excess must either be refunded to the State Controller, returned to the taxpayers through revised tax rates or revised fees schedules, or an excess in one year may be offset against a deficit in the following year.
5. Appropriations, except for those encumbered under purchase orders, lapse at the end of the fiscal year. Encumbered amounts are then carried over for the coming year.
6. Budgeted appropriations for the various governmental funds become effective each July 1. The City Council may amend the budget during the fiscal year. The legal level of budgetary control has been established at the fund level.

INVESTMENT POLICY

The investment policy of the City of San Bruno is based upon state law, city ordinances and the prudent money management rule. The primary goals of this policy are:

1. To ensure compliance with all State and Local laws governing the investment of monies in the custody of the Finance Director.
2. To protect the principal monies entrusted to the Finance Director by diversifying among a variety of securities and financial institutions offering independent returns.
3. To generate the maximum amount of investment income within the parameters of prudent risk management, liquidity management and the requirements of safety and credit quality.
4. To meet the daily cash flow demands of the City.

The Finance Director shall prepare a monthly investment report. The report shall be placed on the consent calendar of the second regular City Council meeting of each month, unless no such meeting is held in which case the matter shall be deferred to the following meeting. The report shall identify the type of investment, institution, settlement and maturity dates, purchase price and coupon rate. Current book value, current market value and yield to maturity rate shall be given for all securities with a maturity date exceeding twelve months.

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Financial Summaries
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Citywide Summary of Funds

Summary of Funds

Fiscal Year 2022-23

Fund Title	Projected Fund Balance as of July 1, 2022	Operating Revenue	Capital Revenue	Transfers In	Total Resources
General Fund - Operating	\$ 7,633,890	\$ 52,580,106	\$ -	\$ 2,305,000	\$ 54,885,106
Measure G District Sales Tax	3,222,863	3,763,212	-	-	3,763,212
American Rescue Plan Act	1,525,641	5,120,172	-	-	5,120,172
Reserves:					
General Fund Reserve	12,338,243	-	-	-	-
General Fund One-Time Annual Revenue	1,235,456	5,560,000	-	-	5,560,000
General Fund Capital Improvement / One-Time Initiative Reserve	8,008,194	25,952,069	-	352,608	26,304,677
Emergency Disaster Reserve	2,831,450	10,000	-	-	10,000
General Fund Equipment Reserve	3,134,134	-	-	60,000	60,000
Enterprise Funds*:					
Water	47,192,280	15,976,000	314,500	-	16,290,500
Stormwater	611,587	650,000	1,741,676	-	2,391,676
Wastewater	48,683,115	16,677,000	-	-	16,677,000
CityNet	(15,201,867)	8,937,164	-	-	8,937,164
Internal Services Funds:					
Central Garage	206,628	713,119	-	-	713,119
Buildings & Facilities Maintenance	659,708	1,551,198	-	-	1,551,198
Information Technology	11,534	1,627,641	-	-	1,627,641
Self-Insurance	1,097,876	3,408,873	-	-	3,408,873
Special Revenue Funds:					
Gas Tax	513,901	2,250,154	-	53,006	2,303,160
Measure A Transportation Tax	674,605	1,132,788	-	14,360	1,147,148
Street Special Revenue	108,704	500	-	-	500
Measure W Transportation Tax	837,064	503,739	-	-	503,739
Police Asset Forfeiture	577,123	203,500	-	-	203,500
Citizens Option for Public Safety	133,932	146,000	-	-	146,000
Federal/State Grants	(16,928)	-	-	-	-
Solid Waste/Recycling Fund	311,694	105,000	-	-	105,000
Development Impact Fee	152,871	19,985,362	-	-	19,985,362
Park & Below Market Rate In-Lieu	3,379,295	10,344,102	-	-	10,344,102
Area Agency on Aging	64,098	211,692	-	-	211,692
Restricted Donations	2,232,004	379,000	-	-	379,000
City as Successor Housing Agency	700,649	-	-	-	-
Disaster Recovery Fund	913,260	-	-	-	-
Capital Project Funds:					
Parks & Facilities Capital	6,936,377	-	47,042,846	8,884,247	55,927,093
Streets Capital	9,359,472	-	4,101,650	8,963,329	13,064,979
Technology Capital	821,127	-	-	1,150,000	1,150,000
Debt Service Fund	-	-	-	1,726,902	1,726,902
GRAND TOTAL	\$ 150,889,980	\$ 177,788,391	\$ 53,200,672	\$ 23,509,452	\$ 254,498,515

* The term fund balance as used for the enterprise funds is equivalent to unrestricted net position

Summary of Funds (Continued)

Fiscal Year 2022-23

Fund Title	Operating Expenditures	Capital Improvement Program (Including Carryover)	Transfers Out	Total Appropriations	Projected Fund Balance as of June 30, 2023
General Fund - Operating	\$ 54,145,030	\$ -	\$ 1,374,875	\$ 55,519,905	\$ 6,999,092
Measure G District Sales Tax	-	-	6,110,000	6,110,000	876,075
American Rescue Plan Act	1,969,394	-	1,100,000	3,069,394	3,576,419
Reserves:					
General Fund Reserve	-	-	-	-	12,338,243
General Fund One-Time Revenues	13,000	-	1,200,000	1,213,000	5,582,456
General Fund Capital Improvement / One-Time Initiative Reserve	-	-	6,410,274	6,410,274	27,902,597
Emergency Disaster Reserve	-	-	-	-	2,841,450
General Fund Equipment Reserve	-	581,100	-	581,100	2,613,034
Enterprise Funds*:					
Water	12,052,090	25,287,980	940,000	38,280,070	25,202,710
Stormwater	1,712,466	2,462,052	-	4,174,518	(1,171,255)
Wastewater	13,724,254	25,468,279	580,000	39,772,533	25,587,582
CityNet	8,712,841	117,000	377,027	9,206,868	(15,471,571)
Internal Services Funds:					
Central Garage	802,344	-	-	802,344	117,403
Buildings & Facilities Maintenance	1,920,031	-	-	1,920,031	290,875
Information Technology	1,427,414	-	-	1,427,414	211,761
Self-Insurance	3,408,873	-	-	3,408,873	1,097,876
Special Revenue Funds:					
Gas Tax	2,800	-	2,183,329	2,186,129	630,932
Measure A Transportation Tax	-	-	1,130,000	1,130,000	691,753
Street Special Revenue	-	-	106,000	106,000	3,204
Measure W Transportation Tax	-	-	600,000	600,000	740,803
Police Asset Forfeiture	216,762	-	-	216,762	563,861
Citizens Option for Public Safety	-	-	200,000	200,000	79,932
Federal/State Grants	-	-	-	-	(16,928)
Solid Waste	122,957	-	-	122,957	293,737
Development Impact Fee	-	-	-	-	20,138,233
Park & Below Market Rate In-Lieu	112,350	-	-	112,350	13,611,047
Agency on Aging	219,518	-	55,000	274,518	1,272
Restricted Donations	66,200	-	175,000	241,200	2,369,804
City as Successor Housing Agency	-	-	-	-	700,649
Disaster Recovery Fund	-	-	900,000	900,000	13,260
Capital Project Funds:					
Parks & Facilities Capital	-	58,076,980	-	58,076,980	4,786,490
Streets Capital	-	21,463,167	67,947	21,531,114	893,337
Technology Capital	-	1,889,295	-	1,889,295	81,832
Debt Service Fund	1,726,902	-	-	1,726,902	-
GRAND TOTAL	\$ 102,355,226	\$ 135,345,853	\$ 23,509,452	\$ 261,210,531	\$ 144,177,964

General Fund

Four Year Summary

Long Range Financial Plan

	2019-20 Actual	2020-21 Actual	2021-22 Adopted Budget	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
Beginning Fund Balance, July 1	\$ 2,798,746	\$ 2,575,229	\$ 5,485,682	\$ 5,485,682	\$ 5,485,682	\$ 7,633,890	\$ 6,999,092	\$ 6,927,884	\$ 6,304,373	\$ 6,033,014
Revenues										
Taxes	30,544,893	33,570,905	32,747,846	33,847,847	37,178,849	36,828,661	38,116,193	38,992,299	40,405,508	41,971,296
Departmental Revenues	5,437,724	6,135,177	8,249,125	8,253,826	6,966,945	7,747,746	8,004,669	8,276,695	8,973,352	9,264,099
Franchises	1,861,255	1,798,674	1,839,000	1,839,000	1,837,035	1,827,000	1,859,910	1,893,807	1,928,722	1,964,683
Use of Money & Property	2,087,174	(221,919)	830,524	830,524	924,010	900,900	908,859	916,898	925,017	933,217
Other Revenue	4,402,075	5,367,723	4,989,233	4,973,759	4,991,998	5,275,800	5,434,074	5,597,096	5,765,009	5,937,959
Transfer In from Other Funds	4,331,351	5,793,108	1,111,500	1,171,473	1,147,270	2,305,000	2,305,000	2,305,000	2,305,000	2,305,000
Total Revenues	48,664,472	52,443,667	49,767,229	50,916,429	53,046,107	54,885,106	56,628,704	57,981,795	60,302,607	62,376,254
Expenditures										
General Administration	5,359,016	5,615,928	6,090,414	6,373,282	5,899,676	6,473,272	6,667,470	6,867,494	7,073,519	7,471,125
Public Safety	30,220,009	31,107,922	30,946,434	31,269,460	31,116,179	33,377,406	34,879,389	36,100,168	37,363,674	38,733,502
Public Works	4,251,710	4,123,961	3,829,698	3,940,639	3,726,202	4,273,063	4,401,255	4,533,293	4,669,291	4,871,170
Community & Econ. Development	3,589,926	3,145,919	3,071,226	3,453,906	2,953,568	3,092,523	3,185,299	3,280,858	3,379,283	3,542,462
Community Services	8,790,412	7,638,163	7,745,725	7,958,944	7,566,067	8,883,870	9,150,386	9,424,897	9,707,644	10,122,474
Non-Departmental	945,330	1,542,930	943,211	999,195	1,411,425	1,427,688	1,470,519	1,514,634	1,560,073	1,637,775
Internal Allocations	(5,629,907)	(5,779,131)	(3,048,370)	(3,048,370)	(3,048,370)	(3,382,792)	(3,484,276)	(3,588,804)	(3,696,468)	(3,776,462)
Transfer to Other Funds	1,361,494	1,471,197	1,273,152	1,273,152	1,273,152	1,374,875	1,429,870	1,472,766	1,516,949	1,593,358
Total Expenditures	48,887,989	48,866,890	50,851,490	52,220,208	50,897,899	55,519,905	57,699,912	59,605,306	61,573,966	64,195,403
Surplus (Deficit)	(223,517)	3,576,777	(1,084,260)	(1,303,779)	2,148,208	(634,799)	(1,071,207)	(1,623,511)	(1,271,359)	(1,819,149)
Reserve for Encumbrances		666,324								
Unidentified Future Reductions							1,000,000	1,000,000	1,000,000	1,000,000
Ending Fund Balance, June 30	\$ 2,575,229	\$ 5,485,682	\$ 4,401,422	\$ 4,181,904	\$ 7,633,890	\$ 6,999,092	\$ 6,927,884	\$ 6,304,373	\$ 6,033,014	\$ 5,213,865

General Fund

Four Year Revenue Summary

Long Range Financial Plan

	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget	Change in Budget	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
Taxes										
Property Taxes	\$ 11,746,610	\$ 12,097,657	\$ 12,389,268	\$ 12,034,496	\$ 12,211,998	-1%	\$12,639,332	\$12,765,725	\$12,893,382	\$13,151,250
Sales Taxes	7,294,691	13,035,606	10,713,464	14,176,869	10,876,105	2%	11,202,388	11,538,459	11,884,613	12,241,151
Hotel/Motel Taxes	2,617,524	1,247,467	1,733,041	2,217,289	2,772,483	60%	2,994,282	3,084,110	3,176,633	3,271,932
Vehicle License Fees	5,013,326	3,180,581	4,634,507	4,600,345	6,632,000	43%	6,764,640	6,899,933	7,037,931	7,178,690
Regulatory Cardroom Fee	1,974,980	2,035,009	2,218,567	2,220,592	2,331,075	5%	2,389,352	2,449,086	2,510,313	2,573,071
Business Taxes	1,897,762	1,974,584	2,159,000	1,929,258	2,005,000	-7%	2,126,200	2,254,986	2,902,636	3,555,201
Subtotal	30,544,893	33,570,905	33,847,847	37,178,849	36,828,661	9%	38,116,193	38,992,299	40,405,508	41,971,296
Franchises										
PG&E/AT&T	542,695	526,106	530,000	525,250	530,000	0%	530,000	530,000	530,000	530,000
Recology San Bruno	1,083,332	1,060,208	1,089,000	1,116,898	1,097,000	1%	1,129,910	1,163,807	1,198,722	1,234,683
Cable Television In-Lieu	235,228	212,359	220,000	194,887	200,000	-9%	200,000	200,000	200,000	200,000
Subtotal	1,861,255	1,798,674	1,839,000	1,837,035	1,827,000	-1%	1,859,910	1,893,807	1,928,722	1,964,683
Use of Money & Property										
Interest Earnings	1,470,219	(924,547)	194,994	300,000	250,000	28%	252,500	255,025	257,575	260,151
Rentals	523,802	537,850	540,530	542,530	545,900	1%	551,359	556,873	562,441	568,066
Cable Equity Earnings	-	-	-	-	-	0%	-	-	-	-
Other	93,153	164,777	95,000	81,480	105,000	11%	105,000	105,000	105,000	105,000
Subtotal	2,087,174	(221,919)	830,524	924,010	900,900	8%	908,859	916,898	925,017	933,217
Transfers in & Other Revenues										
Transfers from Other Funds	4,331,351	5,793,108	1,171,473	1,147,270	2,305,000	97%	2,305,000	2,305,000	2,305,000	2,305,000
Other	4,402,075	5,367,723	4,973,759	4,991,998	5,275,800	6%	5,434,074	5,597,096	5,765,009	5,937,959
Subtotal	8,733,426	11,160,831	6,145,232	6,139,268	7,580,800	23%	7,739,074	7,902,096	8,070,009	8,242,959
Departmental Revenues										
Police	1,860,085	1,766,945	2,327,327	2,608,853	2,906,691	25%	2,964,825	3,024,122	3,084,604	3,146,296
Fire	381,203	930,146	741,204	858,038	741,204	0%	763,440	786,343	809,934	834,232
Public Works Engineering	412,082	667,194	188,000	290,341	331,000	76%	340,930	351,158	361,693	372,543
Public Works Streets	110,310	112,055	102,300	93,243	95,800	-6%	98,674	101,634	104,683	107,824
Planning	197,372	124,955	285,000	174,188	216,427	-24%	222,920	229,608	236,496	243,591
Building	1,398,473	2,193,276	4,007,647	2,517,474	2,772,525	-31%	2,911,151	3,056,709	3,209,544	3,370,021
Recreation Services	874,482	279,382	466,710	230,192	508,498	9%	523,753	544,703	980,466	1,000,075
Parks Maintenance	37,744	42,833	3,500	3,375	3,500	0%	3,605	3,713	3,825	3,939
Senior Services	145,870	1,678	125,985	149,962	163,500	30%	166,770	170,105	173,508	176,978
Library Services	20,101	16,713	6,153	41,280	8,600	40%	8,600	8,600	8,600	8,600
Subtotal	5,437,724	6,135,177	8,253,826	6,966,945	7,747,746	-6%	8,004,669	8,276,695	8,973,352	9,264,099
Total	\$ 48,664,472	\$ 52,443,667	\$ 50,916,429	\$ 53,046,107	\$ 54,885,106	8%	\$56,628,704	\$57,981,795	\$60,302,607	\$62,376,254

General Fund

Four Year Expenditure Summary

Long Range Financial Plan

			2021-22	2021-22	2022-23	Change in		2023-24	2024-25	2025-26	2026-27				
			Amended	Estimated	Budget	Budget		Forecast	Forecast	Forecast	Forecast				
			2019-20 Actual	2020-21 Actual											
General Government															
City Council	\$	152,150	\$	130,971	\$	174,354	\$	144,171	\$	203,504	17%	\$209,609	\$215,897	\$222,374	\$229,046
City Clerk		568,038		521,252		560,230		558,927		632,966	13%	651,955	671,514	691,659	743,309
City Attorney		585,560		611,824		653,753		545,074		626,677	-4%	645,477	664,842	684,787	736,230
City Manager		968,115		1,224,862		1,308,502		1,292,151		1,467,987	12%	1,512,027	1,557,387	1,604,109	1,683,132
Human Resources		627,004		589,068		901,956		729,552		892,198	-1%	918,964	946,533	974,929	1,035,077
Finance												-	-	-	-
Administration		1,299,329		1,347,491		1,440,751		1,389,790		1,433,796	0%	1,476,810	1,521,114	1,566,748	1,644,650
Revenue Services		1,158,820		1,190,460		1,333,736		1,240,011		1,216,144	-9%	1,252,628	1,290,207	1,328,913	1,399,681
Subtotal		5,359,016		5,615,928		6,373,282		5,899,676		6,473,272	2%	6,667,470	6,867,494	7,073,519	7,471,125
Police		18,738,767		18,459,942		19,679,963		18,564,587		20,688,965	5%	21,619,968	22,376,667	23,159,851	24,001,495
Fire		11,481,242		12,647,980		11,589,497		12,551,592		12,688,441	9%	13,259,421	13,723,501	14,203,823	14,732,007
Public Works															
Admin. & Engineering		2,222,893		2,300,349		1,656,699		1,698,703		1,731,925	5%	1,783,883	1,837,399	1,892,521	1,980,197
Streets Maintenance		2,028,817		1,823,612		2,283,940		2,027,499		2,541,138	11%	2,617,372	2,695,893	2,776,770	2,890,973
Subtotal		4,251,710		4,123,961		3,940,639		3,726,202		4,273,063	8%	4,401,255	4,533,293	4,669,291	4,871,170
Community & Economic Development															
Planning		1,405,876		1,328,604		1,651,847		1,427,282		1,501,840	-9%	1,546,895	1,593,302	1,641,101	1,721,234
Building Inspection		2,184,050		1,817,315		1,802,059		1,526,286		1,590,683	-12%	1,638,403	1,687,556	1,738,182	1,821,228
Subtotal		3,589,926		3,145,919		3,453,906		2,953,568		3,092,523	-10%	3,185,299	3,280,858	3,379,283	3,542,462
Community Services															
Recreation Services		2,204,071		1,456,183		1,735,203		1,565,295		2,158,038	24%	2,222,779	2,289,462	2,358,146	2,459,791
Parks Maintenance		2,972,888		2,798,163		2,728,399		2,609,064		3,020,277	11%	3,110,885	3,204,212	3,300,338	3,430,248
Senior Services		1,202,046		1,123,254		1,255,773		1,224,528		1,347,954	7%	1,388,392	1,430,044	1,472,946	1,548,034
Library		2,411,406		2,260,563		2,239,569		2,167,180		2,357,601	5%	2,428,329	2,501,179	2,576,214	2,684,401
Subtotal		8,790,412		7,638,163		7,958,944		7,566,067		8,883,870	12%	9,150,386	9,424,897	9,707,644	10,122,474
Non-Departmental		945,330		1,542,930		999,195		1,411,425		1,427,688	43%	1,470,519	1,514,634	1,560,073	1,637,775
Cost Allocation		(5,629,907)		(5,779,131)		(3,048,370)		(3,048,370)		(3,382,792)	11%	(3,484,276)	(3,588,804)	(3,696,468)	(3,776,462)
Subtotal		(4,684,577)		(4,236,201)		(2,049,175)		(1,636,945)		(1,955,104)	-5%	(2,013,757)	(2,074,170)	(2,136,395)	(2,138,687)
Expenditures Subtotal		47,526,495		47,395,692		50,947,056		49,624,746		54,145,030	6%	56,270,042	58,132,540	60,057,017	62,602,046
Transfer Out to Debt Service		1,361,494		1,471,197		1,273,152		1,273,152		1,374,875	8%	1,429,870	1,472,766	1,516,949	1,593,358
Subtotal		1,361,494		1,471,197		1,273,152		1,273,152		1,374,875	8%	1,429,870	1,472,766	1,516,949	1,593,358
Total	\$	48,887,989	\$	48,866,890	\$	52,220,208	\$	50,897,899	\$	55,519,905	6%	\$ 57,699,912	\$ 59,605,306	\$ 61,573,966	\$ 64,195,403

Water Enterprise

The Water Enterprise is responsible for the efficient and effective operation and maintenance of the supply and distribution systems. This includes providing a high quality and safe supply of potable drinking water to customers that meets or exceeds all established drinking water standards and by responding promptly to any water quality concerns. Revenues collected are specially designated for Water operations and infrastructure upgrades and cannot be used for other purposes.

Four Year Summary

Long Range Financial Plan

	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
Beginning Fund Balance, July 1	\$ 28,922,317	\$ 34,651,847	\$ 43,604,271	\$ 43,604,271	\$ 47,192,280	\$ 25,202,710	\$ 10,122,242	\$ 3,845,975	\$ (19,986,030)
Revenues									
Operating Revenues	16,866,269	17,602,299	16,707,121	15,807,000	15,807,000	16,520,788	17,771,748	19,072,745	20,425,782
Capacity Charges	31,999	129,609	70,000	75,000	19,000	19,000	19,000	19,000	19,000
Grant and Other Revenues	38,467	45,992	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Interest Income	678,147	253,538	250,000	25,000	100,000	100,000	100,000	100,000	100,000
Total Revenues	17,614,881	18,031,439	17,077,121	15,957,000	15,976,000	16,689,788	17,940,748	19,241,745	20,594,782
Total Operating Expenses	9,295,947	10,180,958	10,490,155	9,643,991	11,194,165	11,641,932	11,991,190	12,350,925	12,721,453
Operating Surplus (Deficit)	8,318,935	7,850,481	6,586,966	6,313,009	4,781,835	5,047,857	5,949,558	6,890,820	7,873,329
Non-Operating Revenues (Expenses)									
Capital Improvement Program	(4,844,385)	(4,088,063)	(16,838,981)	(2,593,330)	(25,287,980)	(19,350,000)	(11,450,000)	(29,950,000)	(17,700,000)
Debt Service Payment and Fees	(682,985)	(681,075)	(677,125)	(677,125)	(677,925)	(678,325)	(675,825)	(672,825)	(674,075)
Equipment Purchase	(73,753)	-	(101,388)	(98,358)	(180,000)	(100,000)	(100,000)	(100,000)	(100,000)
Capital Reimbursements	-	-	314,500	-	314,500	-	-	-	-
Debt Proceeds	3,011,719	5,846,080	-	643,813	-	-	-	-	-
Transfer In	-	25,000	-	-	-	-	-	-	-
Transfer Out	-	-	-	-	(940,000)	-	-	-	-
Non-Operating Surplus (Deficit)	(2,589,405)	1,101,942	(17,302,994)	(2,724,999)	(26,771,405)	(20,128,325)	(12,225,825)	(30,722,825)	(18,474,075)
Change in Fund Balance	5,729,530	8,952,423	(10,716,028)	3,588,010	(21,989,570)	(15,080,468)	(6,276,267)	(23,832,005)	(10,600,746)
Ending Fund Balance, June 30	\$ 34,651,847	\$ 43,604,271	\$ 32,888,242	\$ 47,192,280	\$ 25,202,710	\$ 10,122,242	\$ 3,845,975	\$ (19,986,030)	\$ (30,586,775)
Reserve Targets									
25% Operating and Debt Service					2,968,023	3,080,064	3,166,754	3,255,938	3,348,882
Equipment Reserve					150,000	150,000	150,000	150,000	150,000
Emergency Capital Reserve					2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Total Reserve Target					\$ 5,118,023	\$ 5,230,064	\$ 5,316,754	\$ 5,405,938	\$ 5,498,882
Fund Balance Above Reserve Target					\$ 20,084,688	\$ 4,892,178	\$ (1,470,778)	\$ (25,391,967)	\$ (36,085,657)

The Stormwater Enterprise is responsible for maintaining the Stormwater conveyance system, as well as adhering to the requirements outlined in the National Pollutant Discharge Elimination System (NPDES) permit.

Long Range Financial Plan

226 of 664

Wastewater Enterprise

The Wastewater Enterprise is responsible for the wastewater collection system throughout the City including all sewer mains, manholes, the right-of-way portion of house laterals, six lift stations and two San Mateo County Flood Control District pump stations. In addition, it is directly responsible for adhering to all wastewater discharge requirements by the U.S. Environmental Protection Agency and the State Water Resources Control Board.

Four Year Summary

Long Range Financial Plan

	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
Beginning Fund Balance, July 1	\$ 26,659,984	\$ 34,045,966	\$ 42,624,896	\$ 42,624,896	\$ 48,683,115	25,587,582	14,841,284	5,016,048	(537,263)
Revenues									
Operating Revenues	18,087,342	18,298,857	17,459,376	17,800,000	16,550,000	\$ 17,311,730	\$ 18,726,253	\$ 20,197,357	\$ 21,727,304
Capacity Charges	53,187	148,730	110,000	102,000	17,000	17,000	17,000	17,000	17,000
Other Revenues	7,526	8,250	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Interest Income	716,424	239,568	410,000	25,000	100,000	100,000	100,000	100,000	100,000
Total Revenues	18,864,479	18,695,406	17,989,376	17,937,000	16,677,000	17,438,730	18,853,253	20,324,357	21,854,304
Total Operating Expenses	8,746,327	8,860,135	9,858,895	8,887,812	10,649,139	11,075,105	11,518,109	11,978,833	12,457,986
Operating Surplus (Deficit)	10,118,151	9,835,270	8,130,481	9,049,188	6,027,861	6,363,626	7,335,144	8,345,523	9,396,318
Non-Operating Revenues (Expenses)									
Capital Improvement Program	(8,733,109)	(4,157,838)	(21,829,406)	(1,674,799)	(25,468,279)	(14,700,000)	(14,750,000)	(11,500,000)	(10,500,000)
Debt Service Payment and Fees	(2,900,547)	(2,903,032)	(2,913,398)	(2,897,702)	(2,893,115)	(2,309,924)	(2,310,380)	(2,298,834)	(1,847,977)
Equipment Purchase	(45,766)	-	-	-	(182,000)	(100,000)	(100,000)	(100,000)	(100,000)
Capital Reimbursements	82,900	15,000	-	-	-	-	-	-	-
Debt Proceeds	8,864,352	5,764,530	-	1,581,532	-	-	-	-	-
Transfer In	-	25,000	-	-	-	-	-	-	-
Transfer Out	-	-	-	-	(580,000)	-	-	-	-
Non-Operating Surplus (Deficit)	(2,732,170)	(1,256,340)	(24,742,804)	(2,990,969)	(29,123,394)	(17,109,924)	(17,160,380)	(13,898,834)	(12,447,977)
Change in Fund Balance	7,385,982	8,578,931	(16,612,323)	6,058,219	(23,095,533)	(10,746,298)	(9,825,236)	(5,553,311)	(3,051,659)
Ending Fund Balance, June 30	\$ 34,045,966	\$ 42,624,896	\$ 26,012,573	\$ 48,683,115	\$ 25,587,582	\$ 14,841,284	\$ 5,016,048	\$ (537,263)	\$ (3,588,922)
Reserve Targets									
25% Operating and Debt Service					3,385,564	3,346,257	3,457,122	3,569,417	3,576,491
Equipment Reserve					150,000	150,000	150,000	150,000	150,000
Emergency Capital Reserve					2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Total Reserve Target					\$ 5,535,564	\$ 5,496,257	\$ 5,607,122	\$ 5,719,417	\$ 5,726,491
Fund Balance Above Reserve Target					\$ 20,052,019	\$ 9,345,027	\$ (591,074)	\$ (6,256,679)	\$ (9,315,413)

CityNet Services is the City Enterprise responsible for the operations of San Bruno CityNet Services - the City's telecommunications business enterprise, and Channel 1 – the City's locally originated Public, Educational and Government (PEG) TV Channel. The Enterprise also provides oversight and management of the City's IT Department.

Long Range Financial Plan

228 of 664

4-Year Reserve Trend Compared to Reserve Policy Target

229 of 664

Measure G is funded through a voter-approved one-half cent transactions and use tax. This local sales tax is collected along with other state and local sales and use taxes and is administered by the California Department of Tax and Fee Administration. Proceeds will fund city services/facilities such as neighborhood police patrols, fire prevention services, urban wildfire protection, crime suppression/investigation; pothole/street repair; increasing parking supply; upgrading parks/other city services/facilities; and expanding services supporting local businesses.

Long Range Financial Plan

	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget		2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
Beginning Fund Balance, July 1	\$ -	\$ 493,305	\$ 1,218,863	\$ 1,218,863	\$ 3,222,863		\$ 876,075	\$ 4,695,501	\$ 8,731,994	\$ 12,996,965
Revenues										
1/2 cent sales tax allocation	493,305	3,280,558	3,509,000	3,794,000	3,763,212		3,969,426	4,186,493	4,414,971	4,655,447
Expenditures	-	-	-	-	-		-	-	-	-
Non-Operating Revenue (Expenditure)										
Transfer Out to General Fund Operating	-	(2,150,000)	-	-	-		-	-	-	-
Transfer Out to General Fund Equipment Reserve	-		(240,000)	(240,000)	(60,000)					
Transfer Out to Fire Capital	-	(205,000)	(150,000)	(150,000)	(150,000)		(150,000)	(150,000)	(150,000)	(150,000)
Transfer Out to Streets Capital	-	(200,000)	(1,400,000)	(1,400,000)	(5,900,000)		-	-	-	-
Subtotal	-	(2,555,000)	(1,790,000)	(1,790,000)	(6,110,000)		(150,000)	(150,000)	(150,000)	(150,000)
Change in Fund Balance	493,305	725,558	1,719,000	2,004,000	(2,346,788)		3,819,426	4,036,493	4,264,971	4,505,447
Ending Fund Balance, June 30	\$ 493,305	\$ 1,218,863	\$ 2,937,863	\$ 3,222,863	\$ 876,075		\$ 4,695,501	\$ 8,731,994	\$ 12,996,965	\$ 17,502,412

American Rescue Plan Act

The American Rescue Plan Act (ARPA) was signed into law on March 11, 2021. The \$1.9 trillion aid package provides financial aid to families, governments, businesses, schools, non-profits, and others impacted by the Covid-19 public health crisis. The Coronavirus State and Local Fiscal Recovery Funds (SLFRF), a part of the American Rescue Plan, delivers \$350 billion to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency. The program ensures that governments have the resources needed to: fight the pandemic and support families and businesses struggling with its public health and economic impacts, maintain vital public services, even amid declines in revenue, and build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity. Under the SLFRF program, funds must be obligated by December 31, 2024, and expended by December 31, 2026.

Four Year Summary

	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget
Beginning Fund Balance, July 1	\$ -	\$ -	\$ -	\$ -	\$ 1,525,641
Revenues					
ARPA fiscal recovery funds	-	290,000	4,830,172	4,830,172	5,120,172
Expenditures	-	-	2,792,814	1,554,531	1,969,394
Non-Operating Revenue (Expenditure)					
Transfer Out to Emergency Disaster Reserve	-	(290,000)			-
Transfer Out to CityNet Fund	-		(250,000)	(250,000)	-
Transfer Out to Parks & Facilities Fund	-		-	-	-
Transfer Out to Stormwater Fund	-		(1,000,000)	(1,000,000)	-
Transfer Out to Technology Capital Fund	-		(500,000)	(500,000)	(1,100,000)
Subtotal	-	(290,000)	(1,750,000)	(1,750,000)	(1,100,000)
Change in Fund Balance	-	-	287,358	1,525,641	2,050,778
Ending Fund Balance, June 30	\$ -	\$ -	\$ 287,358	\$ 1,525,641	\$ 3,576,419

Long Range Financial Plan

	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
Beginning Fund Balance, July 1	\$ 3,576,419	\$ 2,263,490	\$ 1,607,025	\$ -
Revenues				
ARPA fiscal recovery funds	-	-	-	-
Expenditures	1,312,929	656,465	-	-
Non-Operating Revenue (Expenditure)				
Transfer Out to Emergency Disaster Reserve	-	-	-	-
Transfer Out to CityNet Fund	-	-	-	-
Transfer Out to Parks & Facilities Fund	-	-	-	-
Transfer Out to Stormwater Fund	-	-	-	-
Transfer Out to Technology Capital Fund	(900,000)	-	-	-
Subtotal	(900,000)	-	-	-
Change in Fund Balance	(1,312,929)	(656,465)	-	-
Ending Fund Balance, June 30	\$ 2,263,490	\$ 1,607,025	\$ 1,607,025	\$ -

General Fund Capital Improvement/One-Time Initiative Reserve

The Capital Improvement/One-Time Initiative Reserve Fund was established on January 22, 2013 in accordance with City Council adoption of a reserve policy. The funds in this account can be used for projects and initiatives throughout the City that have no other identifiable funding source. The Capital Improvement/One-Time Initiative Reserve can only be utilized through resolution of the City Council. While this fund has an initial goal of \$5 million, funds shall continue to be added to this fund until it has reached a fund balance of \$8 million.

Four Year Summary

Long Range Financial Plan

	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
Beginning Fund Balance, July 1	\$ 4,999,506	\$ 4,609,726	\$ 9,540,310	\$ 9,540,310	\$ 7,852,523	\$ 27,902,597	\$ 27,854,998	\$ 26,355,650	\$ 26,303,683
Advance to Cable (Non-Spendable)	659,936	492,729	324,643	324,643	155,671	-	-	-	-
Revenues									
Interest from Advance to Cable	3,063	2,183	1,298	2,183	409	-	-	-	-
Community Benefit Payments	-	4,700,000	-	-	25,951,660	-	-	-	-
CPUC Penalty Assessed on PGE	-	-	-	-	-	-	-	-	-
Total Revenues	3,063	4,702,183	1,298	2,183	25,952,069	-	-	-	-
Non-Operating Revenue (Expenditure)									
Transfer in from One-Time Revenue	-	1,000,000	-	-	-	-	-	-	-
Transfer in from Stormwater Capital	50,000	298,642	-	-	-	-	-	-	-
Transfer in from Parks, Facilities, Police Capital	2,202,621	1,210,054	50,000	50,000	-	-	-	-	-
Transfer in from Streets Capital	1,734,545	100,000	-	-	581	-	-	-	-
Transfer in from CityNet Fund	-	-	352,027	-	352,027	-	-	-	-
Transfer in from Technology Capital	30,095	-	100,150	100,150	-	-	-	-	-
Transfer out to the General Fund	(2,755,083)	(1,297,904)	-	-	-	-	-	-	-
Transfer out to Equipment Reserve	-	-	-	-	-	-	-	-	-
Transfer out to Central Garage Operations	-	-	(25,000)	(25,000)	-	-	-	-	-
Transfer out to Buildings & Facilities Operations	-	(40,000)	(159,500)	(159,500)	-	-	-	-	-
Transfer out to Information Technology Operations	-	-	(258,939)	(258,939)	-	-	-	-	-
Transfer out to Debt Service Fund - Router Replacement	(352,027)	(352,027)	(352,027)	(352,027)	(352,027)	-	-	-	-
Transfer out to Crestmoor (Glenview) Recovery Fund	(100,000)	-	-	-	-	-	-	-	-
Transfer out to Stormwater Capital	(300,000)	(450,000)	-	-	-	-	-	-	-
Transfer out to Parks & Facilities Capital	(758,200)	(121,000)	(638,626)	(638,626)	(6,058,247)	(47,599)	(1,499,348)	(51,967)	(50,660)
Transfer out to Streets Capital	(207,000)	(450)	(500,000)	(500,000)	-	-	-	-	-
Transfer out to Technology Capital	(105,000)	(287,000)	(75,000)	(75,000)	-	-	-	-	-
Subtotal	(560,049)	60,315	(1,506,915)	(1,858,942)	(6,057,666)	(47,599)	(1,499,348)	(51,967)	(50,660)
Change in Fund Balance	(556,986)	4,762,498	(1,505,617)	(1,856,759)	19,894,403	(47,599)	(1,499,348)	(51,967)	(50,660)
Assigned Ending Fund Balance, June 30 *	-	4,700,000	4,600,000	4,600,000	100,000	-	-	-	-
Unassigned Ending Fund Balance, June 30	5,102,455	5,164,953	3,759,336	3,408,194	27,802,597	27,854,998	26,355,650	26,303,683	26,253,023
Total Ending Fund Balance	\$ 5,102,455	\$ 9,864,953	\$ 8,359,336	\$ 8,008,194	\$ 27,902,597	\$ 27,854,998	\$ 26,355,650	\$ 26,303,683	\$ 26,253,023

* Assigned fund balance is defined as the balances constrained by the City's intent to use the funds for a specific purpose.

General Fund Reserve

The City Council adopted a reserve policy on January 22, 2013. The policy establishes a General Fund Reserve with a goal of maintaining a target fund balance of 25% of budgeted General Fund expenditures, but not to fall below 15% of budgeted expenditures except in a declaration of emergency.

Four Year Summary

	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget
Beginning Fund Balance, July 1	\$12,555,916	\$12,582,349	\$12,338,243	\$12,338,243	\$12,338,243
Revenues	22,611	26,288	-	-	-
Expenditures	-	-	-	-	-
Non-Operating Revenue (Expenditure)					
Transfer in from General Fund	-	-	-	-	-
Transfer in from One-Time Revenue	-	320,455	-	-	-
Transfer in from Capital Projects	3,822		-	-	-
Transfer to General Fund	-	(590,849)	-	-	-
Subtotal	3,822	(270,394)	-	-	-
Change in Fund Balance	26,433	(244,106)	-	-	-
Ending Fund Balance, June 30	\$12,582,349	\$12,338,243	\$12,338,243	\$12,338,243	\$12,338,243

General Fund One Time Annual Revenues

Accounts for funds that are not anticipated on an annual recurring basis.

Four Year Summary

	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget
Beginning Fund Balance, July 1	\$ 273,701	\$ 1,012,473	\$ 0	\$ 0	\$ 1,235,456
Revenues					
Excess ERAF	513,719	570,321	350,000	1,015,929	500,000
Proceeds from sale of the Crossings property	-	-	5,060,000	-	5,060,000
Other one time recoveries	837,011	58,232	-	231,841	-
Total Revenues	1,350,730	628,552	5,410,000	1,247,770	5,560,000
Expenditures					
Crossing Hotel parcel	11,713	11,809	11,900	12,314	13,000
Total Expenditures	11,713	11,809	11,900	12,314	13,000
Non-Operating Revenue (Expenditure)					
Transfer out to General Fund	(600,244)	(225,000)	-	-	(1,200,000)
Transfer out to General Fund Reserve	-	(320,455)	-	-	-
Transfer out to General Fund Capital Improvement Reserve	-	(1,000,000)	-	-	-
Transfer out to Emergency Disaster Reserve	-	(83,762)	-	-	-
Subtotal	(600,244)	(1,629,217)	-	-	(1,200,000)
Change in Fund Balance	738,773	(1,012,473)	5,398,100	1,235,456	4,347,000
Ending Fund Balance, June 30	\$ 1,012,473	\$ 0	\$ 5,398,100	\$ 1,235,456	\$ 5,582,456

General Fund Equipment Reserve

The General Fund sets aside funding annually in anticipation to replace operating equipment. The funds are transferred into the General Fund Equipment Reserve and approved equipment replacements items are paid out of this fund.

Four Year Summary

	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget
Beginning Fund Balance, July 1	\$ 4,663,832	\$ 3,674,805	\$ 3,759,433	\$ 3,759,433	\$ 3,134,134
Revenues	35,355	424,991	303,545	15,880	-
Expenditures					
Equipment and Vehicle Purchases	672,382	400,364	1,065,113	1,016,009	581,100
Total Expenditures	672,382	400,364	1,065,113	1,016,009	581,100
Non-Operating Revenue (Expenditure)					
Transfer In from General Fund	-	60,000	164,830	164,830	-
Transfer In from Measure G Fund	-	-	240,000	240,000	60,000
Transfer In from Parks & Facilities	-	72,000	-	-	-
Transfer Out to Streets Capital Fund	-	-	(30,000)	(30,000)	-
Transfer Out to Parks & Facilities Fund	(312,000)	-	-	-	-
Transfer Out to General Fund	(40,000)	(72,000)	-	-	-
Subtotal	(352,000)	60,000	374,830	374,830	60,000
Change in Fund Balance	(989,027)	84,627	(386,738)	(625,299)	(521,100)
Ending Fund Balance, June 30	\$ 3,674,805	\$ 3,759,433	\$ 3,372,695	\$ 3,134,134	\$ 2,613,034

Emergency Disaster Reserve

The Emergency Disaster Reserve Fund was established on January 22, 2013 in accordance with City Council adoption of a reserve policy. Funds to establish this reserve were funds received by the City from PG&E in the days immediately following the September 9, 2010 gas pipeline explosion to cover costs associated with the City's response to the event. The City received reimbursement for these expenses through alternate sources. The funds in this account can only be utilized through resolution of the City Council declaring an emergency. Upon such declaration, it would be the intent of the City to utilize this reserve for all costs associated with the City's response to the emergency situation prior to any other reserve funds.

Four Year Summary

	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget
Beginning Fund Balance, July 1	\$ 3,202,690	\$ 1,924,216	\$ 2,026,454	\$ 2,026,454	\$ 2,831,450
Revenues					
Interest Income	66,436	18,389	23,000	9,996	10,000
Recoveries	-	-	745,000	795,000	
Total Revenues	66,436	18,389	768,000	804,996	10,000
Expenditures					
Operating Expenditures	200,207	289,913	-	-	-
Non-Operating Revenue (Expenditure)					
Transfer in from American Rescue Plan Act Fund	-	290,000	-	-	-
Transfer in from One-Time Revenue	-	83,762	-	-	-
Transfer Out to Parks & Facilities Fund	(125,000)	-	-	-	-
Transfer Out to Stormwater Fund	(1,019,703)	-	-	-	-
Subtotal	(1,144,703)	373,762	-	-	-
Change in Fund Balance	(1,278,474)	102,238	768,000	804,996	10,000
Ending Fund Balance, June 30	\$ 1,924,216	\$ 2,026,454	\$ 2,794,454	\$ 2,831,450	\$ 2,841,450

Central Garage

The Central Garage Division is responsible for managing and maintaining the City's non-Fire vehicles and major equipment, monitoring life-cycle costs and providing recommendations for the vehicle replacement program, developing specifications and purchasing of replacement vehicles, and disposing of City vehicles for salvage value at the end of their serviceable life.

Four Year Summary

	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget
Beginning Fund Balance, July 1	\$ 7,461	\$ 216,690	\$ 59,265	\$ 59,265	\$ 206,628
Charge for Services	810,000	575,175	857,154	857,154	713,119
Expenses					
Operating Expenses	600,771	732,599	799,814	734,791	802,344
Non-Operating Revenues (Expenses)					
Transfer In	-	-	25,000	25,000	-
Change in Fund Balance	209,229	(157,424)	82,340	147,363	(89,225)
Estimated Fund Balance, June 30	\$ 216,690	\$ 59,265	\$ 141,605	\$ 206,628	\$ 117,403

Buildings & Facilities

The Building and Facilities Division provides safe, efficient, comfortable, attractive, and functional buildings and facilities for all users of City facilities. This includes custodial services, routine preventative maintenance, and repairs for municipal buildings and facilities, as well as restrooms and structures at City parks.

Four Year Summary

	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget
Beginning Fund Balance, July 1	\$ 15,389	\$ 183,894	\$ 432,035	\$ 432,035	\$ 659,708
Charge for Services	1,514,275	1,758,682	1,805,663	1,805,663	1,551,198
Expenses					
Operating Expenses	1,345,770	1,600,541	2,040,217	1,737,490	1,920,031
Non-Operating Revenues (Expenses)					
Transfer In	-	90,000	159,500	159,500	-
Change in Fund Balance	168,505	248,141	(75,054)	227,673	(368,833)
Ending Fund Balance, June 30	\$ 183,894	\$ 432,035	\$ 356,981	\$ 659,708	\$ 290,875

Information Technology

The Information Technology Division is responsible for the planning, implementation, and daily management of the City's centralized data network and telephone system infrastructure and all related citywide technology applications.

Four Year Summary

	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget
Beginning Fund Balance, July 1	\$ 223,262	\$ 164,439	\$ 256,412	\$ 256,412	\$ 11,534
Charge for Services	839,506	1,058,000	907,071	907,071	1,627,641
Expenses					
Operating Expenses	898,329	966,026	1,496,833	1,410,888	1,427,414
Non-Operating Revenues (Expenses)					
Transfer In	-	-	258,939	258,939	-
Change in Fund Balance	(58,823)	91,974	(330,823)	(244,878)	200,227
Ending Fund Balance, June 30	\$ 164,439	\$ 256,412	\$ (74,411)	\$ 11,534	\$ 211,761

Self Insurance

The Self Insurance Fund provides insurance protection for the City against public liability claims, physical damage to City buildings and assets, workers' compensation claims arising from work-related injuries to City employees, and City's employer obligations for State unemployment insurance.

Four Year Summary

	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget
Beginning Fund Balance, July 1	\$ 1,410,883	\$ 795,872	\$ 1,264,797	\$ 1,264,797	\$ 1,097,876
Charge for Services	2,333,776	2,846,554	2,928,085	2,928,085	3,408,873
Expenses					
Workers Compensation Expenses	1,301,643	937,743	1,198,194	1,181,617	1,344,465
General Liability Expenses	1,565,942	1,403,878	1,668,691	1,863,389	2,013,208
Unemployment Expenses	81,201	36,008	61,200	50,000	51,200
Total Expenses	2,948,787	2,377,629	2,928,085	3,095,006	3,408,873
Change in Fund Balance	(615,011)	468,925	-	(166,921)	-
Ending Fund Balance, June 30	\$ 795,872	\$ 1,264,797	\$ 1,264,797	\$ 1,097,876	\$ 1,097,876

Gas Tax

Gasoline tax revenue is received from the State and expended for the maintenance and operation of public streets and highways.

Four Year Summary

	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget
Beginning Fund Balance, July 1	\$ 904,773	\$ 822,591	\$ 996,081	\$ 996,081	\$ 513,901
Revenues					
Highway Users Tax	1,009,507	1,009,374	1,036,609	1,121,025	1,261,825
SB1 Road Maintenance and Rehab	834,724	842,651	820,794	884,200	983,329
Investment Income	14,123	5,984	5,200	4,774	5,000
Total Revenues	1,858,354	1,858,009	1,862,602	2,009,999	2,250,154
Expenditures					
Annual Gas Tax Reporting fee	2,535	2,211	2,800	2,711	2,800
Non-Operating Revenue (Expense)					
Transfer in from Streets Capital	-	51,192	-	-	53,006
Transfer Out to Streets Operations	(750,000)	(850,000)	(850,000)	(850,000)	(850,000)
Transfer Out to Streets Capital	(1,188,000)	(883,500)	(1,639,467)	(1,639,467)	(1,333,329)
Non-Operating Surplus (Deficit)	(1,938,000)	(1,682,308)	(2,489,467)	(2,489,467)	(2,130,323)
Change in Fund Balance	(82,181)	173,490	(629,665)	(482,180)	117,031
Ending Fund Balance, June 30	<u>\$ 822,591</u>	<u>\$ 996,081</u>	<u>\$ 366,416</u>	<u>\$ 513,901</u>	<u>\$ 630,932</u>

Measure A Transportation Tax

Measure A is funded through a voter-approved half-cent sales tax distributed to local agencies based on population and number of road miles. Funds can be used to maintain local streets and sidewalks, including paving, pothole repair, bicycle and pedestrian programs, traffic operations, and safety projects.

Four Year Summary

	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget
Beginning Fund Balance, July 1	\$ 1,451,878	\$ 2,486,151	\$ 1,106,230	\$ 1,106,230	\$ 674,605
Revenues					
1/2 cent sales tax allocation	1,055,061	997,205	994,813	1,176,510	1,127,788
Investment Income	26,530	5,835	6,000	4,853	5,000
Total Revenues	1,081,591	1,003,040	1,000,813	1,181,363	1,132,788
Non-Operating Revenue (Expenditure)					
Transfer In from Streets Capital	282,796	793,420	225,252	225,252	14,360
Transfer Out to Streets Capital	(330,114)	(3,176,381)	(1,838,240)	(1,838,240)	(1,130,000)
Subtotal	(47,318)	(2,382,961)	(1,612,988)	(1,612,988)	(1,115,640)
Change in Fund Balance	1,034,273	(1,379,921)	(612,175)	(431,625)	17,148
Ending Fund Balance, June 30	\$ 2,486,151	\$ 1,106,230	\$ 494,055	\$ 674,605	\$ 691,753

Street Special Revenue Fund

This fund is restricted for street improvement and mitigation.

Four Year Summary

	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget
Beginning Fund Balance, July 1	\$ 326,010	\$ 331,579	\$ 183,190	\$ 183,190	\$ 108,704
Revenues					
Investment Income	5,569	1,611	2,800	514	500
Total Revenues	5,569	1,611	2,800	514	500
Non-Operating Revenues (Expenditures)					
Transfer Out to Streets Capital	-	(150,000)	(75,000)	(75,000)	(106,000)
Total Expenditures	-	(150,000)	(75,000)	(75,000)	(106,000)
Change in Fund Balance	5,569	(148,389)	(72,200)	(74,486)	(105,500)
Ending Fund Balance, June 30	<u>\$ 331,579</u>	<u>\$ 183,190</u>	<u>\$ 110,990</u>	<u>\$ 108,704</u>	<u>\$ 3,204</u>

Measure W Transportation Tax

Measure W is funded through a voter-approved half-cent sales tax authorized for a period of 30 years beginning July 2019 and ending June 30, 2038. 50% of the funds are administered by the San Mateo County Transportation Authority while the remaining 50% are administered by the SamTrans Board of Directors. Proceeds will fund local street repair, grade separations for Caltrain tracks that intersect local streets, expanded bicycle and pedestrian facilities, and improved transit connections.

Four Year Summary

	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget
Beginning Fund Balance, July 1	\$ -	\$ 443,271	\$ 512,841	\$ 512,841	\$ 837,064
Revenues					
1/2 cent sales tax allocation	438,863	466,674	441,800	521,723	501,239
Investment Income	4,408	2,896	3,000	2,500	2,500
Total Revenues	443,271	469,570	444,800	524,223	503,739
Non-Operating Revenue (Expenditure)					
Transfer In from Streets Capital	-	-	-	-	-
Transfer Out to Streets Capital	-	(400,000)	(200,000)	(200,000)	(600,000)
Subtotal	-	(400,000)	(200,000)	(200,000)	(600,000)
Change in Fund Balance	443,271	69,570	244,800	324,223	(96,261)
Ending Fund Balance, June 30	\$ 443,271	\$ 512,841	\$ 757,641	\$ 837,064	\$ 740,803

Police Asset Forfeiture

Police Asset Forfeiture is a program established to discourage crime. Revenue collected from asset seizures is designated for prevention programs, such as D.A.R.E. Funds received from the Department of Justice Equitable Sharing Program is used for specific law enforcement purposes such as training, education, equipment, drug and gang education, and other awareness programs.

Four Year Summary

	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget
Beginning Fund Balance, July 1	\$ 880,202	\$ 1,034,048	\$ 637,671	\$ 637,671	\$ 577,123
Revenues					
Asset Forfeiture Allocation	1,845	7,564	3,000	2,250	3,000
DOJ Equitable Sharing - Airport	351,790	37,303	200,000	200,000	200,000
DOJ Equitable Sharing - DEA Metro One	12,282	56,914	-	-	-
Investment Income	16,740	5,052	5,000	169	500
Total Revenues	382,657	106,832	208,000	202,419	203,500
Expenditures					
Operating Expenditures	150,811	231,210	287,309	262,966	216,762
Non-Operating Revenue (Expenditure)					
Transfer to General Fund Police Operations	-	(200,000)	-	-	-
Transfer out to Police Capital	(78,000)	(72,000)	-	-	-
Subtotal	(78,000)	(272,000)	-	-	-
Change in Fund Balance	153,846	(396,377)	(79,309)	(60,547)	(13,262)
Ending Fund Balance, June 30	\$ 1,034,048	\$ 637,671	\$ 558,361	\$ 577,123	\$ 563,861

Police Grant Citizens Option for Public Safety (COPS)

The Citizens Option for Public Safety (COPS) program distributes funds to local agencies that provide law enforcement services.

Four Year Summary

	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget
Beginning Fund Balance, July 1	\$ 165,037	\$ 224,928	\$ 183,003	\$ 183,003	\$ 133,932
Revenues					
SLESF Fund	155,948	156,727	140,000	150,000	145,000
Investment Income	3,943	1,349	1,600	929	1,000
Total Revenues	159,891	158,076	141,600	150,929	146,000
Non-Operating Revenue (Expenditure)					
Transfer Out to General Fund Police Operations	(100,000)	(200,000)	(200,000)	(200,000)	(200,000)
Change in Fund Balance	59,891	(41,924)	(58,400)	(49,071)	(54,000)
Ending Fund Balance, June 30	<u>\$ 224,928</u>	<u>\$ 183,003</u>	<u>\$ 124,603</u>	<u>\$ 133,932</u>	<u>\$ 79,932</u>

Federal/State Grants

The City receives grant funding from various Federal and State Agencies. This fund is established to account for Police, Fire, and other departments grant funded activities.

Four Year Summary

	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget
Beginning Fund Balance, July 1	\$ 11,870	\$ 12,227	\$ (16,928)	\$ (16,928)	\$ (16,928)
Revenues					
Grant Revenue	98,180	269,937	-	-	-
Investment Income	36	371	-	-	-
Total Revenues	98,216	270,308	-	-	-
Expenditures					
Grant Expenditures	97,858	299,463	-	-	-
Change in Fund Balance	358	(29,155)	-	-	-
Ending Fund Balance, June 30	\$ 12,227	\$ (16,928)	\$ (16,928)	\$ (16,928)	\$ (16,928)

Solid Waste/Recycling Fund

The Solid Waste Fund is responsible for compliance with state mandates to achieve a fifty percent (50%) waste diversion (recycling) rate with the goal of increasing to seventy-five percent (75%) diversion by 2020. This division is funded through a 1% fee assessed on garbage bills for the City's franchised solid waste hauler.

Four Year Summary

	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget
Beginning Fund Balance, July 1	\$ 392,907	\$ 418,172	\$ 317,708	\$ 317,708	\$ 311,694
Revenues					
1% AB 939 Fee	86,147	86,607	85,694	89,300	91,000
State of California	11,390	11,474	11,500	11,435	11,500
Interest Earnings	6,831	2,480	3,500	500	2,500
Reimbursements	9,474	-	-	-	-
Total Revenues	113,842	100,561	100,694	101,235	105,000
Expenditures					
Solid Waste Operations	88,576	71,025	102,207	107,250	122,957
Non-Operating Revenue (Expenditure)					
Transfer Out to Streets Capital	-	(130,000)	-	-	-
Change in Fund Balance	25,265	(100,464)	(1,513)	(6,015)	(17,957)
Ending Fund Balance, June 30	\$ 418,172	\$ 317,708	\$ 316,195	\$ 311,694	\$ 293,737

Development Impact Fees

On May 1, 2019, the comprehensive development impact fee program was implemented and the fees took effect. Development impact fees are assessed on development projects to pay their "fair share" of capital improvements. The Funds will be used for various capital improvements and enhancements.

Four Year Summary

	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget
Beginning Fund Balance, July 1	\$ 33,021	\$ 111,206	\$ 118,576	\$ 118,576	\$ 152,871
Revenues					
Community Facilities Impact Fee	50,673	4,301	40,000	20,391	6,784,505
Public Safety Impact Fee	4,004	319	3,000	1,842	452,300
General Government Impact Fee	5,327	452	4,000	2,617	734,061
Transportation Impact Fee	9,135	941	8,000	5,367	5,464,678
Utilities Impact Fee	7,294	619	6,000	3,714	1,349,486
Bayhill Area Development Impact Fee	-	-	-	-	5,190,332
Investment Income	1,752	738	500	363	10,000
Total Revenues	78,185	7,370	61,500	34,294	19,985,362
Non-Operating Revenue (Expenditure)					
Transfer Out to Capital Projects	-	-	-	-	-
Subtotal	-	-	-	-	-
Change in Fund Balance	78,185	7,370	61,500	34,294	19,985,362
Ending Fund Balance, June 30	\$ 111,206	\$ 118,576	\$ 180,076	\$ 152,871	\$ 20,138,233

In-Lieu Fund Park-in-Lieu and BMR Housing in-Lieu

Fees required by City ordinance to address the residents future park or housing needs.

Four Year Summary

	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget
Beginning Fund Balance, July 1	\$ 3,881,339	\$ 7,130,189	\$ 6,949,319	\$ 6,949,319	\$ 3,379,295
Revenues					
Development Fees					
BMR Housing in-lieu	-	-	-	-	10,299,102
Park in-lieu	3,173,625	-	-	(3,173,625)	-
Interest Earnings	115,075	55,270	50,000	19,881	45,000
Total Revenues	3,288,700	55,270	50,000	(3,153,744)	10,344,102
Expenditures					
Operating Expenses	39,850	61,140	112,350	42,350	112,350
Non-Operating Revenue (Expenditure)					
Transfer in from Capital	-	-	1,070	1,070	-
Transfer out to Capital	-	(175,000)	(375,000)	(375,000)	-
Subtotal	-	(175,000)	(373,930)	(373,930)	-
Change In Fund Balance	3,248,850	(180,870)	(436,280)	(3,570,024)	10,231,752
Ending Fund Balance, June 30	\$ 7,130,189	\$ 6,949,319	\$ 6,513,039	\$ 3,379,295	\$ 13,611,047

Area Agency on Aging

The City receives grant funds from the U.S. Department of Health and Human Services passed through the County of San Mateo Area Agency on Aging program. These funds support services provided by the Senior Center such as the Congregate Nutrition and Transportation Program.

Four Year Summary

	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget
Beginning Fund Balance, July 1	\$ 34,071	\$ 34,749	\$ 97,636	\$ 97,636	\$ 64,098
Revenues					
Area Agency on Aging Grant					
Transportation Program	31,175	6,516	19,405	8,916	8,916
Congregate Nutrition Program	112,744	264,421	114,182	133,976	133,976
Senior Center Donations	71,580	60,026	61,500	77,315	68,500
Investment Income	678	293	300	300	300
Total Revenues	216,177	331,256	195,387	220,507	211,692
Expenditures					
Transportation Program	27,580	4,285	19,405	8,916	8,916
Congregate Nutrition Program	140,895	148,750	114,182	190,129	210,602
Total Expenditures	168,475	153,035	133,587	199,045	219,518
Non-Operating Revenues (Expenditures)					
Transfer Out	(47,024)	(115,333)	(61,500)	(55,000)	(55,000)
Change in Fund Balance	678	62,888	300	(33,538)	(62,826)
Ending Fund Balance, June 30	\$ 34,749	\$ 97,636	\$ 97,936	\$ 64,098	\$ 1,272

Restricted Revenues

Fees, as required by Ordinance or State, and donations are designated for specific purposes such as city art, document imaging, technology improvement, general plan updates, enhanced library services, and San Bruno Community Foundation projects.

Four Year Summary

	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget
Beginning Fund Balance, July 1	\$ 2,698,908	\$ 2,788,475	\$ 2,183,064	\$ 2,183,064	\$ 2,232,004
Revenues					
City art program	39,898	54,367	46,000	101,003	70,000
Document imaging	24,156	36,061	31,000	52,952	40,000
General plan maintenance	9,804	27,901	27,000	67,552	40,000
Investment income	47,019	16,027	14,000	11,126	12,000
Library donations & grants	16,385	19,465	15,000	6,733	8,000
Other donations	60,646	24,963	30,000	32,318	30,000
San Bruno Community Foundation	-	-	-	-	-
Senior Center Bequest	-	18,203	-	41,186	40,000
Tree Planting Restricted Revenue	24,485	23,424	13,000	8,715	9,000
Technology fee	69,138	95,871	80,000	177,989	130,000
Total Revenues	291,532	316,282	256,000	499,573	379,000
Expenditures					
City art program	17,787	42,579	79,983	60,307	18,700
Document imaging	5,789	-	12,000	2,201	12,000
General plan maintenance	74,199	15,216	12,000	-	-
Library donations & grants	15,012	17,755	8,100	11,097	20,100
Other activities	6,316	106,717	-	1,471	-
Community Day activities	-	-	-	-	-
Tree Planting program	7,862	7,314	8,000	4,269	8,000
Technology fee program	-	-	7,400	953	7,400
Total Expenditures	126,964	189,582	127,483	80,298	66,200
Non-Operating Revenue (Expenditures)					
Transfers in from Capital	-	10,889	-	-	-
Transfer out to Operations	-	-	-	-	-
Transfer out to Capital	(75,000)	(743,000)	(370,336)	(370,336)	(175,000)
Subtotal	(75,000)	(732,111)	(370,336)	(370,336)	(175,000)
Change in Fund Balance	89,568	(605,411)	(241,819)	48,939	137,800
Ending Fund Balance, June 30	<u>\$ 2,788,475</u>	<u>\$ 2,183,064</u>	<u>\$ 1,941,245</u>	<u>\$ 2,232,004</u>	<u>\$ 2,369,804</u>

City as Successor Housing Agency

This fund accounts for housing assets and functions previously performed by the former Redevelopment Agency.

Four Year Summary

	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget
Beginning Fund Balance, July 1	\$ 685,407	\$ 700,649	\$ 700,649	\$ 700,649	\$ 700,649
Revenues	15,242	-	-	-	-
Non-Operating Revenue (Expense) Transfer In	-	-	-	-	-
Change in Fund Balance	15,242	-	-	-	-
Ending Fund Balance, June 30	\$ 700,649	\$ 700,649	\$ 700,649	\$ 700,649	\$ 700,649

Parks & Facilities Capital

The Parks and Facilities Capital Fund corresponds with the Parks and Facilities Capital Improvement Program, which provides for the improvement and development of City facilities, infrastructure, and major equipment used to deliver services to the community.

Four Year Summary

	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget
Beginning Fund Balance, July 1	\$ 4,013,994	\$ 2,686,438	\$ 2,381,172	\$ 2,381,172	\$ 6,936,377
Revenues					
Grants	3,276,957	1,993,984	26,655,178	14,811,064	39,013,310
Reimbursements	-	-	5,578,043	-	8,029,536
Total Revenues	3,276,957	1,993,984	32,233,221	14,811,064	47,042,846
Transfer In					
Asset Forfeiture Fund	78,000	72,000	-	-	-
American Rescue Plan Act	-	-	-	-	-
CityNet Fund	-	-	90,000	90,000	25,000
Crestmoor Project Remaining Balance	-	-	-	-	900,000
General Fund Capital Reserve	758,200	121,000	538,626	538,626	6,058,247
General Fund Equipment Reserve	312,000	-	-	-	-
General Fund Emergency Disaster Reserve	125,000	-	-	-	-
Measure G Fund	-	205,000	150,000	150,000	150,000
Park In-Lieu Funds	-	25,000	375,000	375,000	-
Restricted Revenues Fund	75,000	743,000	200,336	200,336	125,000
Streets Special Revenue	-	-	-	-	106,000
Wastewater Fund	-	-	-	-	580,000
Water Fund	-	-	-	-	940,000
Total Transfer In	1,348,200	1,166,000	1,353,962	1,353,962	8,884,247
Expenditures					
Capital Improvement Program	3,746,271	2,133,195	36,763,138	11,516,481	58,076,980
Total Expenditures	3,746,271	2,133,195	36,763,138	11,516,481	58,076,980
Transfer Out					
General Fund Capital Reserve	(2,202,621)	(1,210,054)	(92,270)	(92,270)	-
General Fund Reserve	(3,822)	-	-	-	-
General Fund Equipment Reserve	-	(72,000)	-	-	-
Park In-Lieu	-	-	(1,070)	(1,070)	-
Restricted Revenues Fund	-	-	-	-	-
Water Fund	-	(25,000)	-	-	-
Wastewater Fund	-	(25,000)	-	-	-
Total Transfer Out	(2,206,443)	(1,332,054)	(93,340)	(93,340)	-
Change in Fund Balance	(1,327,556)	(305,266)	(3,269,295)	4,555,205	(2,149,887)
Ending Fund Balance, June 30	\$ 2,686,438	\$ 2,381,172	\$ (888,123)	\$ 6,936,377	\$ 4,786,490

Streets Capital

The Streets Capital Fund corresponds with the Streets Capital Improvement Program, which provides for the rehabilitation of City streets, sidewalks, streetlights, traffic signals, and street medians to ensure public safety.

Four Year Summary

	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget
Beginning Fund Balance, July 1	\$ 2,245,772	\$ 1,695,129	\$ 4,997,079	\$ 4,997,079	\$ 9,359,472
Revenues					
Grants	1,131,953	689,796	3,692,827	209,712	2,634,144
Reimbursements	117,358	-	586,433	190,237	1,467,506
Total Revenues	1,249,311	689,796	4,279,260	399,950	4,101,650
Transfer In					
Gas Tax	1,188,000	883,500	1,639,467	1,639,467	1,333,329
General Fund Capital Improvement R	207,000	450	600,000	600,000	-
General Fund Equipment Reserve	-	-	30,000	30,000	-
Park In-Lieu	-	150,000	-	-	-
Measure A	330,114	3,097,056	1,838,240	1,838,240	1,130,000
Measure G	-	200,000	1,400,000	1,400,000	5,900,000
Measure W	-	400,000	200,000	200,000	600,000
Solid Waste/Recycling Fund	-	130,000	-	-	-
Streets Special Revenue	-	150,000	75,000	75,000	-
Total Transfer In	1,725,114	5,011,006	5,782,707	5,782,707	8,963,329
Expenditures					
Capital Improvement Program	1,530,227	1,533,565	14,870,958	1,595,011	21,463,167
Total Expenditures	1,530,227	1,533,565	14,870,958	1,595,011	21,463,167
Transfer Out					
Gas Tax	-	(51,192)	-	-	(53,006)
General Fund Capital Reserve	(1,734,545)	(100,000)	-	-	(581)
Measure W	-	-	-	-	-
Measure A	(260,296)	(714,095)	(225,252)	(225,252)	(14,360)
Total Transfer Out	(1,994,841)	(865,287)	(225,252)	(225,252)	(67,947)
Change in Fund Balance	(550,643)	3,301,950	(5,034,243)	4,362,394	(8,466,135)
Ending Fund Balance, June 30	\$ 1,695,129	\$ 4,997,079	\$ (37,164)	\$ 9,359,472	\$ 893,337

Technology Capital

The Technology Capital Fund corresponds with the Technology Capital Improvement Program, which provides for major system upgrades and improvements to City technological infrastructure and enhances efficiency and reliability of services to the public and other agencies.

Four Year Summary

	2019-20 Actual	2020-21 Actual	2021-22 Amended Budget	2021-22 Estimated Actual	2022-23 Budget
Beginning Fund Balance, July 1	\$ 118,209	\$ 185,091	\$ 430,002	\$ 430,002	\$ 821,127
Transfer In					
American Rescue Plan Act	-	-	500,000	500,000	1,100,000
General Fund Capital Reserve	105,000	287,000	75,000	75,000	-
Restricted Revenue - Permit					
Revenue Technology Fee	-	-	170,000	170,000	50,000
Total Transfer In	105,000	287,000	745,000	745,000	1,150,000
Expenditures					
Capital Improvement Program	8,023	31,200	993,020	253,725	1,889,295
Total Expenditures	8,023	31,200	993,020	253,725	1,889,295
Transfer Out	(30,095)	(10,889)	(100,150)	(100,150)	-
Change in Fund Balance	66,882	244,911	(348,170)	391,125	(739,295)
Ending Fund Balance, June 30	\$ 185,091	\$ 430,002	\$ 81,832	\$ 821,127	\$ 81,832

City Personnel Summaries FY2022-23 Budget

Department	FY2017-18 Budget	FY2018-19 Budget	FY2019-20 Budget	FY2020-21 Budget	FY2021-22 Budget	FY2022-23 Budget
General Fund						
City Council	5.00	5.00	5.00	5.00	5.00	5.00
City Clerk	2.00	2.00	2.00	2.00	2.00	2.00
City Treasurer	0.50 ¹	- ¹	- ¹	- ¹	-	-
Legal Services	1.25	1.25	1.25	1.25	1.25	1.25
City Manager	4.00	4.00	4.00	4.00	3.00	3.50
Human Resources	2.25	2.25	2.25	2.25	2.25	2.25
Finance						
Administration	5.50	5.00	5.00	5.00	5.00	5.00
Revenue Services	4.50	5.00	5.00	5.00	5.00	5.00
Police	67.50	69.00	69.00	72.00	64.00	64.75
Fire	35.00	36.00	36.00	36.00	32.00	33.25
Public Works						
Admin. & Engineering	6.70	6.70	6.70	5.65	7.35	7.60
Streets Maintenance	5.80	5.70	5.70	5.65	4.70	5.20
Community & Economic Development						
Planning	5.25	6.25	5.25	5.25	5.50	6.00
Building	8.75	8.75	10.75	7.75	6.50	6.50
Community Services						
Recreation	4.90	4.90	4.90	4.95	3.95	5.05
Parks Maintenance	15.05	15.05	15.05	14.85	10.85	11.50
Senior Services	3.65	3.65	3.65	3.90	2.90	2.90
Library Services	7.85	7.85	7.85	7.80	7.30	7.30
Subtotal	185.45	188.35	189.35	188.30	168.55	174.05
Other General Funds						
Measure G	-	-	-	-	-	-
American Rescue Plan Act	-	-	-	-	19.00	14.25
Subtotal	-	-	-	-	19.00	14.25
Special Revenues						
Solid Waste	0.45	0.45	0.45	0.45	0.45	0.45
Crestmoor/Glenview Recovery	0.50	-	-	-	-	-
Subtotal	0.95	0.45	0.45	0.45	0.45	0.45
Internal Services						
Central Garage	2.35	2.35	2.35	2.60	2.60	2.60
Buildings and Facilities	8.05	8.05	8.05	8.85	8.90	8.90
Information Technology	3.00	3.00	3.00	3.00	3.00	3.25
Self-Insurance	1.00	1.00	1.00	1.00	1.00	1.00
Subtotal	14.40	14.40	14.40	15.45	15.50	15.75
Enterprise Funds						
Water Enterprise	17.95	17.95	17.95	17.95	18.20	18.20
Stormwater Enterprise	3.95	6.05	6.05	6.05	6.05	6.05
Wastewater Enterprise	16.80	16.80	16.80	16.80	15.75	15.75
CityNet Services Enterprise	20.00	20.00	20.00	20.00	19.00	17.00
Subtotal	58.70	60.80	60.80	60.80	59.00	57.00
Total Positions (all funds)	259.50	264.00	265.00	265.00	262.50	261.50

¹The elected City Treasurer's term expired November 2017. Effective December 2017, the Finance Director position assumed the City Treasurer

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Departmental Personnel FY2022-23 Budget

Elected Offices	General Fund	Total
Classification		
City Council (part-time)	5.00	5.00
Total	5.00	5.00

City Clerk (appointed)	General Fund	Total
Classification		
City Clerk	1.00	1.00
Deputy City Clerk	1.00	1.00
Total	2.00	2.00

City Attorney's Office	General Fund	Self Insurance Fund		Total
Classification	City Attorney's Office	Workers Compensation	Liability	
City Attorney	0.75	-	0.25	1.00
Legal Secretary	0.50	0.25	0.25	1.00
Total	1.25	0.25	0.50	2.00

City Manager	General Fund	ARPA Fund	Total
Classification			
City Manager	1.00	-	1.00
Assistant City Manager	1.00	-	1.00
Assistant to City Manager	1.00	-	1.00
Economic Development Manager	0.25	0.75	1.00
Executive Assistant	0.25	0.75	1.00
Total	3.50	1.50	5.00

Human Resources	General Fund	Self Insurance Fund	Total
Classification	Human Resources	Workers Compensation	
Human Resources Manager	0.75	0.25	1.00
Management Analyst I/II	1.50	-	1.50
Total	2.25	0.25	2.50

Technology Support	Internal Services Fund	ARPA Fund	Total
Classification	Technology Support	Technology Support	
Information Technology Manager	1.00	-	1.00
Information Systems Administrator	1.00	-	1.00
Information Technology Associate	1.25	0.75	2.00
Total	3.25	0.75	4.00

Finance	General Fund		Total
Classification	Administration	Revenue Services	
Finance Director	1.00	-	1.00
Accounting Manager	1.00	-	1.00
Financial Services Manager	0.50	0.50	1.00
Accountant	0.50	0.50	1.00
Lead Accounting & Customer Services Representative	-	1.00	1.00
Management Analyst	1.00	0.00	1.00
Accounting & Customer Services Representative III	1.00	0.00	1.00
Accounting & Customer Services Representative I/II	0.00	3.00	3.00
Total	5.00	5.00	10.00

Police	General Fund	ARPA Fund	Total
Classification			
Chief of Police	1.00	-	1.00
Police Captain	2.00	-	2.00
Police Lieutenant	2.00	-	2.00
Police Sergeant	7.00	-	7.00
Police Officer	34.75	2.25	37.00
Records/Dispatch Supervisor	1.00	-	1.00
Public Safety Dispatcher I/II	6.00	-	6.00
Police Clerk I/II	4.00	-	4.00
Community Services Officer II	4.00	-	4.00
Management Analyst I/II	1.00	-	1.00
Senior Code Enforcement Officer	1.00	-	1.00
Code Enforcement Officer	1.00	-	1.00
Total	64.75	2.25	67.00

Fire	General Fund	ARPA Fund	Total
Classification			
Fire Chief	1.00	-	1.00
Battalion Chief	4.00	-	4.00
Fire Captain	9.00	-	9.00
Firefighter	17.00	3.00	20.00
Fire Inspector	1.25	0.75	2.00
Executive Assistant	1.00	-	1.00
Total	33.25	3.75	37.00

Community & Economic Development	General Fund		ARPA Fund	Total
Classification	Planning	Building Inspection	Planning	
Community Development Director	0.50	0.50	-	1.00
Chief Building Official	-	1.00	-	1.00
Planning and Housing Manager	1.00	-	-	1.00
Building Inspector I /II	-	2.00	-	2.00
Senior Planner	1.50	-	1.50	3.00
Associate Planner	1.00	-	-	1.00
Assistant Planner	1.00	-	-	1.00
Community Development Technician I/II	-	2.00	-	2.00
Management Analyst	0.50	0.50	-	1.00
Executive Assistant	0.50	0.50	-	1.00
Total	6.50	6.50	1.50	14.00

Community Services	General Fund				ARPA Fund	Total
Classification	Recreation Services	Park Maintenance	Senior Services	Library	Park Maintenance	
Community Services Director	0.40	0.35	0.15	0.10	-	1.00
Deputy Community Services Director	0.50	0.15	0.25	0.10	-	1.00
Community Services Superintendent	0.65	-	0.35	1.00	-	2.00
Library Services Manager	-	-	-	1.00	-	1.00
Parks Services Manager	-	1.00	-	-	-	1.00
Recreation Services Supervisor	-	-	1.00	-	-	1.00
Recreation Services Coordinator	3.00	-	-	-	-	3.00
Food Service Coordinator	-	-	1.00	-	-	1.00
Field Supervisor	-	1.00	-	-	-	1.00
Maintenance Technician	-	1.00	-	-	-	1.00
Lead Maintenance Worker I/II	-	2.00	-	-	-	2.00
Maintenance Worker I/II	-	5.75	-	-	2.25	8.00
Librarian	-	-	-	3.00	-	3.00
Library Services Coordinator	-	-	-	2.00	-	2.00
Library Assistant	-	-	-	-	-	-
Executive Assistant	0.50	0.25	0.15	0.10	-	1.00
Total	5.05	11.50	2.90	7.30	2.25	29.00

CityNet Services	Enterprise Fund
Classification	Total
CityNet Director	1.00
Business Manager	1.00
Technical Manager	1.00
Programming & Technology Manager	1.00
CityNet Headend Tech	1.00
CityNet Technician III	5.00
CityNet Technician I/II	2.00
Warehouse Clerk	1.00
Accounting & Customer Services Representatives III	1.00
Accounting & Customer Services Representatives I/II	3.00
Total	17.00

Public Works	General Fund		ARPA Funds		Enterprise Funds			Internal Services Fund		Special Revenue Fund	Total
Classification	Admin. & Engineering	Streets	Admin. & Engineering	Streets	Water	Stormwater	Wastewater	Central Garage	Building & Facilities	Solid Waste	
Public Works Director	0.10	0.05	-	-	0.35	0.05	0.35	0.05	0.05	-	1.00
Deputy Director of Engineering	1.00	-	-	-	-	-	-	-	-	-	1.00
Deputy Director of Utilities	-	0.15	-	-	0.35	0.05	0.35	0.05	0.05	-	1.00
Maintenance Services Manager	-	0.60	-	-	1.00	0.40	1.00	-	-	-	3.00
Principal Civil Engineer	0.75	-	-	-	0.15	-	0.10	-	-	-	1.00
Associate/Assistant Civil Engineer	0.25	-	0.75	-	-	-	-	-	-	-	1.00
Associate Civil Engineer	2.25	-	-	-	1.50	-	1.25	-	-	-	5.00
Water System Conservation Manager	-	-	-	-	1.00	-	-	-	-	-	1.00
Water Quality Technician	-	-	-	-	1.00	-	-	-	-	-	1.00
Management Analyst I/II	0.40	0.05	-	-	0.40	-	0.50	0.25	-	0.40	2.00
Engineering Technician	2.00	-	-	-	0.50	-	0.50	-	-	-	3.00
Pump Mechanic I/II	-	-	-	-	1.00	-	2.00	-	-	-	3.00
Lead Maintenance Worker	-	0.50	-	-	2.00	0.50	1.00	-	-	-	4.00
Maintenance Worker I/II	-	3.50	-	1.50	8.00	5.00	8.00	-	-	-	26.00
Mechanic I/II	-	-	-	-	-	-	-	2.00	-	-	2.00
Executive Assistant	0.85	0.10	-	-	0.45	0.05	0.45	-	0.05	0.05	2.00
Secretary	-	0.25	-	-	0.50	-	0.25	-	-	-	1.00
Field Supervisor	-	-	-	-	-	-	-	-	1.00	-	1.00
Maintenance Technician	-	-	-	-	-	-	-	-	2.00	-	2.00
Custodial Services Leader	-	-	-	-	-	-	-	-	1.00	-	1.00
Custodian	-	-	-	-	-	-	-	-	4.00	-	4.00
Facilities & Garage Services Manager	-	-	-	-	-	-	-	0.25	0.75	-	1.00
Total	7.60	5.20	0.75	1.50	18.20	6.05	15.75	2.60	8.90	0.45	67.00

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General Operation
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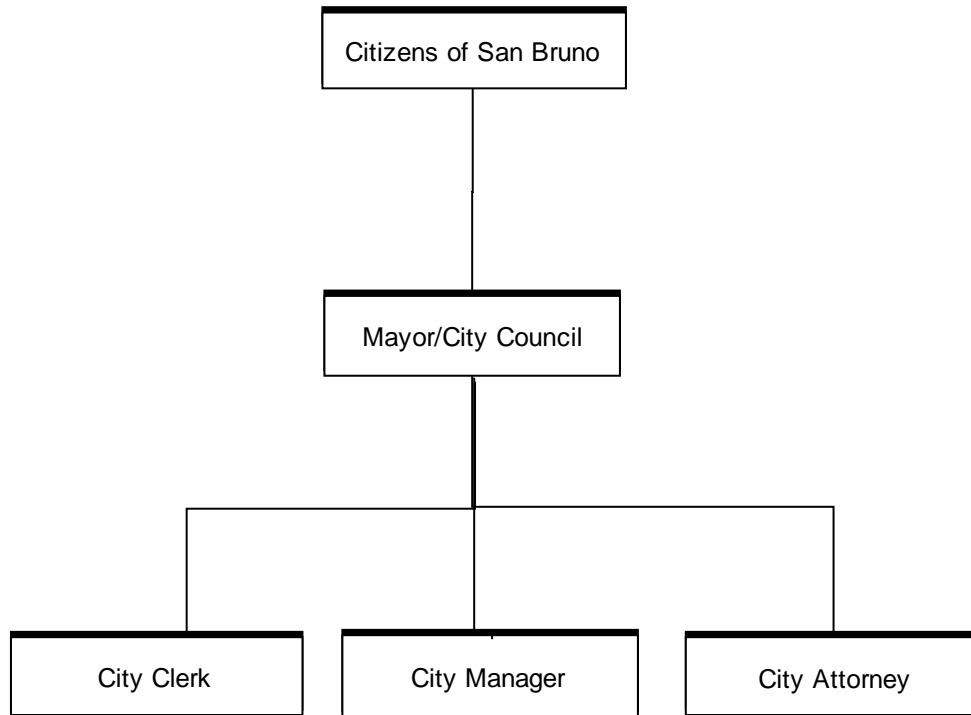
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City Council
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City Council

City Council



City Council

The City Council is comprised of five elected officials representing the citizens of San Bruno, whose primary role is to develop policies in order to ensure delivery of high-quality public services to the community.

Overview

The citizens of San Bruno elect members of the City Council. The Mayor is directly elected for a two-year term. Other Councilmembers are elected for four-year staggered terms. Elections have historically been held in November of odd numbered years, however recent state legislation, the California Voter Participation Rights Act (SB 415), was adopted to maximize participation in municipal elections, recognizing that the highest voter turnout occurs in even-numbered years. To conform to SB 415, the City Council migrated to even-numbered year elections beginning in 2020.

The City Council is the governing body of the City of San Bruno. The Mayor and four City Council members are elected at large by residents of San Bruno to develop policies for City operations and to ensure the delivery of necessary services to promote and enhance the physical, social, and economic vitality of the community.

The City operates under a Council-Manager form of government. The Mayor presides at City Council meetings, held on the second and fourth Tuesdays of each month. The Mayor and Council members act as a collective body to set policies and provide direction for City programs and services to meet the needs and interests of San Bruno residents.

The City Council appoints the City Manager to support the City Council in its policy development functions and oversee management and administration of all City operations to ensure implementation of City Council policies and programs. The City Council also appoints the City Attorney who serves as the legal advisor to the City Council and staff. As the City's policy-making body, the City Council has the ultimate responsibility to the people of San Bruno and the implementation of all City programs and services. The City Council approves all ordinances, resolutions and major contracts, modifies and approves the budget. The City Council works directly with the City Manager to develop and oversee the citywide goals and objectives.

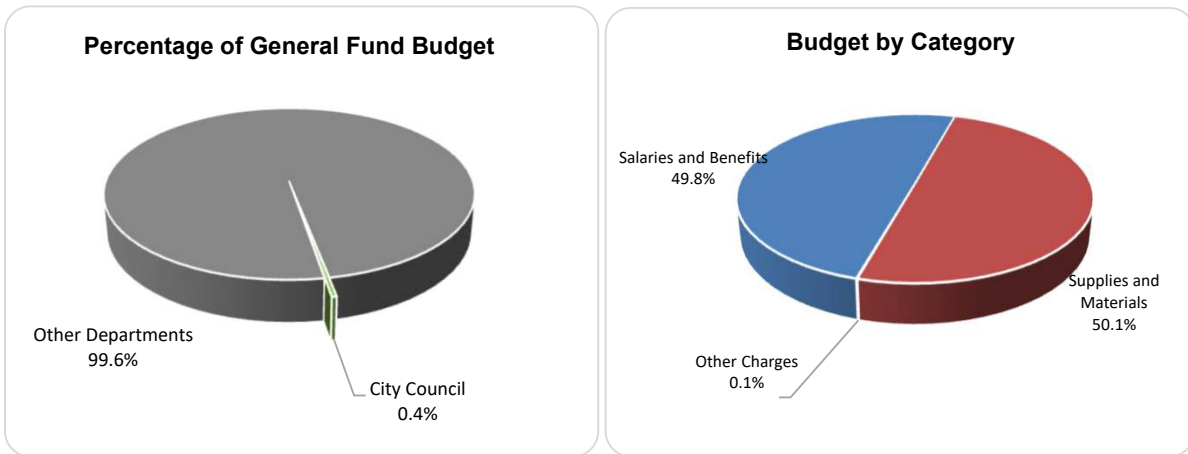
The City Council represents the residents of San Bruno by setting the City's policies and developing new laws and regulations for the betterment of the City. The City Council appoints the City Manager to oversee all City employees and direct work programs set by the City Council. The City Council also appoints the City Attorney to provide legal advice.

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City Council Budget Summary

Funding Summary	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2022-23 Budget
General Fund	\$ 49,673	\$ 93,502	\$ 102,463	\$ 117,739
General Administration Recovery from Other Funds:				
Water Fund	46,758	17,171	24,770	29,551
Stormwater Fund	2,504	920	4,810	5,739
Wastewater Fund	27,560	10,121	22,287	26,588
Cable Fund	24,984	9,175	18,260	21,784
Buildings & Facilities	-	-	1,195	1,426
Technology	-	-	40	48
Solid Waste	223	82	528	630
Total:	\$ 151,702	\$ 130,971	\$ 174,354	\$ 203,504

Budgeted Expenditures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2022-23 Budget
Salaries and Benefits	\$ 85,762	\$ 74,269	\$ 101,336	\$ 101,386
Supplies and Materials	65,940	56,701	72,878	101,978
Other Charges	-	-	140	140
Total:	\$ 151,702	\$ 130,971	\$ 174,354	\$ 203,504



Performance and Workload Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Target
Number of City Council Meetings Held	64	64	61	50
Number of Ordinances Approved	15	15	18	15
Number of Resolutions Approved	92	92	104	100

Goals and Accomplishments

FY2022-23 Goals and Objectives

- ♦ Continue review and approval of all ordinances, resolutions, and major contracts brought forward by staff.
- ♦ Continue to develop and maintain City policies to provide high quality public services.
- ♦ Strategic Initiatives include:
 - Implement Transit Corridor Vision to Revitalize Downtown and Commercial Corridor*
 - Downtown Parking Management Plan
 - Downtown Parking Strategies for Short Term Parking
 - Short-term Downtown Improvements
 - Downtown Streetscape Plan
 - Assure Rehabilitation & Replacement of Critical Community Facilities and Infrastructure*
 - Community Fiber Upgrade
 - Adopt-a-Drain Program
 - On-Call Concrete Repair
 - Grow City Revenues to Assure On-Going Fiscal Stability and Economic Vitality*
 - Comprehensive Fiscal Sustainability Project
 - Review of Water/Sewer Rates
 - Continue to Strengthen Community Connections, Engagement and Communication*
 - Summer Saturdays or Sundays for Street Closures
 - East/West Street Sweeping Alignment
 - Citywide Parking Programs
 - Protect and Improve Community Aesthetics and Safety*
 - Wildland Risk Mitigation
 - Clean San Bruno
 - Reduced Speed Limits near School Sites to 15mph / Safe Routes to Schools
 - Continue Proactive Planning for the Future of San Bruno*
 - Adopt an Affordable Housing Fund Implementation Plan
 - Affordable Housing, including Development Partnership
 - Implement Online Permitting
 - Economic Development Program
 - Climate Action Plan
 - Strong Governance, Organizational Health and Employee Success*
 - Communication Plan
 - Strong Council Governance
 - Citywide Metrics
- ♦ Consider potential revisions and/or additional strategic initiatives as identified through the City Council review, and budgeting process.

City of San Bruno
City Council Expenditure
 Fiscal Year FY2022-23
 Department 001-1110

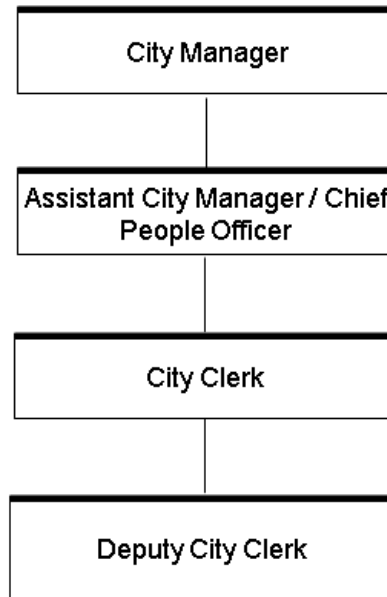
Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	Salaries	\$34,177	\$34,177	\$0	
	Fringe Benefits	\$67,159	\$67,209	\$50	
	Total Salaries & Benefits	\$101,336	\$101,386	\$50	
6001	OFFICE SUPPLIES	1,000	1,000	0	
6112	POSTAGE	50	50	0	
6141	PRINTING, COPYING & BINDING	0	0	0	
6405	TRAINING/MEETINGS/CONFERENCES	15,200	42,800	27,600	Meeting facilitation services
6409	SPECIAL PROJECTS	8,500	8,500	0	
6450	COMMUNICATIONS	2,528	2,528	0	
6502	COMMUNITY PROMOTION	3,000	3,000	0	
6701	DUES & MEMBERSHIPS	42,600	44,100	1,500	
	Total Supplies & Materials	\$72,878	\$101,978	\$29,100	
7901	INTERNAL SERVICE ALLOCATIONS	140	140	0	
	Total Other Charges	\$140	\$140	\$0	
(B)	Total Expenditures	\$174,354	\$203,504	\$29,150	

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City Clerk's Office

City Clerk



City Clerk's Office

The City Clerk's primary responsibility is to accurately record the actions and proceedings of City Council meetings, administer the City's Record Management Program, maintain the San Bruno Municipal Code and administer regulations relating to the Fair Political Practices Commission, and provide research and information services to the public and City personnel.

Overview

The City Clerk serves as Clerk to the City Council to perform statutory duties prescribed by State Law. The City Clerk's Office is responsible for maintaining the historical records of all official City meeting minutes, ordinances, and resolutions. As the official elections officer, the City Clerk is responsible for conducting municipal elections to assist compliance with all requirements of law. The City Clerk also serves as the Secretary to the Successor Agency to the San Bruno Redevelopment Agency. The City Clerk's Office compiles the City Council's meeting agenda and is responsible for posting and publishing all meeting and legal notices.

The City Clerk's Office provides the following services:

- Oversight of the City Council legislative processes, including compliance with the Ralph M. Brown Act
- Serve as the Official Elections Officer for local elections
- Provide administrative support to the City Council, and serve as the liaison between the City Council and the public
- Generate agendas and meeting minutes for regular and special meetings of the City Council
- Coordination of recruitments and appointments for the City's Committees, Boards and Commissions
- Maintenance of historical records of resolutions, ordinances, minutes and codification of the City's Municipal Code
- Continuing oversight of the City's records management policy
- Act as the City's compliance filing officer for the Political Reform Act
- Certification of official City documents using the Official City Seal
- Receive claims against the city and certify foreign pension certificates

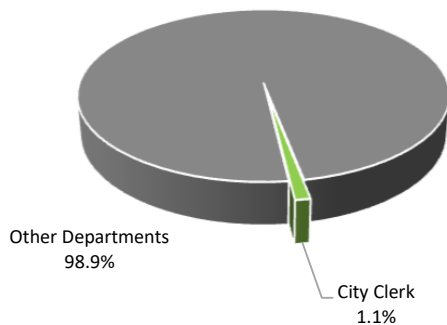
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City Clerk Budget Summary

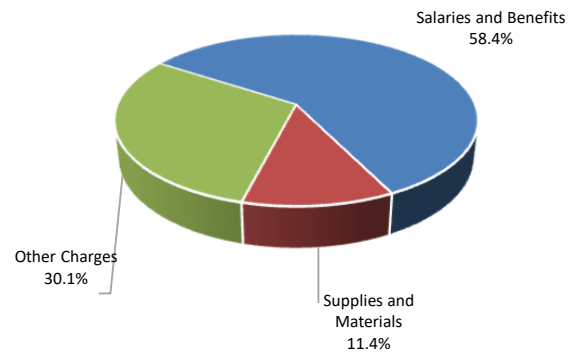
Funding Summary	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2022-23 Budget
General Fund	\$ 428,065	\$ 392,785	\$ 347,214	\$ 363,428
General Administration Recovery from Other Funds:				
Water Fund	64,147	58,874	73,395	92,869
Stormwater Fund	3,435	3,153	14,253	18,035
Wastewater Fund	37,809	34,701	66,038	83,561
Cable Fund	34,276	31,458	54,105	68,461
Buildings & Facilities	-	-	3,541	4,481
Technology	-	-	119	150
Solid Waste	306	281	1,565	1,981
Total:	\$ 568,038	\$ 521,252	\$ 560,230	\$ 632,966

Budgeted Expenditures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2022-23 Budget
Salaries and Benefits	\$ 314,055	\$ 339,714	\$ 361,504	\$ 369,938
Supplies and Materials	38,589	64,142	100,557	72,351
Other Charges	215,394	117,397	98,169	190,677
Total:	\$ 568,038	\$ 521,252	\$ 560,230	\$ 632,966

Percentage of General Fund Budget



Budget by Category



Performance and Workload Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Target
Number of Meeting Minutes Transcribed	76	70	85	40
Number of Bid Openings Conducted	9	5	6	8
Number of Notarial Acts	24	37	45	50
Statement of Economic Interests (Form 700) Filed	73	70	75	80

Goals and Accomplishments

FY2021-22 Accomplishments

- ♦ Continued to successfully conduct City Council Meetings virtually.
- ♦ Successfully constructed and customized agenda management software with our chosen software vendor.
- ♦ Launched new agenda management software, trained staff and provided extensive support during the transition period especially for City Council Meeting Agenda Packet production.
- ♦ Contributed to the development of the new City of San Bruno Website.
- ♦ Successfully completed recruitments for vacancies on several Commissions, Boards and Committees, and implemented applicant interviews and appointments with City Council and Staff Liaisons.

FY2022-23 Goals and Objectives

- ♦ Support Citywide election process.
- ♦ Implementation of City Council Policies and Procedures.
- ♦ Conduct recruitments, facilitate interviews and appointments to fill vacancies on Commissions, Boards and Committees.
- ♦ Revise the City's Records retention schedule and do an electronic and physical purge.
- ♦ Implement the digitizing of archived documents for internal and public access.

City of San Bruno
Department of City Clerk Expenditure
 Fiscal Year FY2022-23
 Department 001-1120

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	Salaries	\$219,663	\$222,484	\$2,821	
	Fringe Benefits	\$141,841	\$147,454	\$5,613	
	Total Salaries & Benefits	\$361,504	\$369,938	\$8,434	
6001	OFFICE SUPPLIES	\$2,500	\$2,500	\$0	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	0	51	51	
6112	POSTAGE	100	100	0	
6401	PROFESSIONAL SERVICES	65,750	10,000	(55,750)	Decrease in record service
6405	TRAINING/MEETINGS/CONFERENCES	5,000	5,000	0	
6450	COMMUNICATIONS	1,307	800	(507)	
6501	PUBLIC NOTICES	15,000	15,000	0	
6541	LICENSING FEES	10,000	38,000	28,000	Increase in annual licensing fee for document management software
6701	DUES & MEMBERSHIPS	400	400	0	
6702	PUBS & SUBSCRIPTIONS	500	500	0	
	Total Supplies & Materials	\$100,557	\$72,351	(\$28,206)	
7043	ELECTIONS	60,000	150,000	90,000	2022 General Election
7901	INTERNAL SERVICE ALLOCATIONS	38,169	40,677	2,508	
	Total Other Charges	\$98,169	\$190,677	\$92,508	
(B)	Total Expenditures	\$560,230	\$632,966	\$72,736	

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General Administration
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General Administration

City Clerk's Office

City Manager's Office

City Attorney's Office

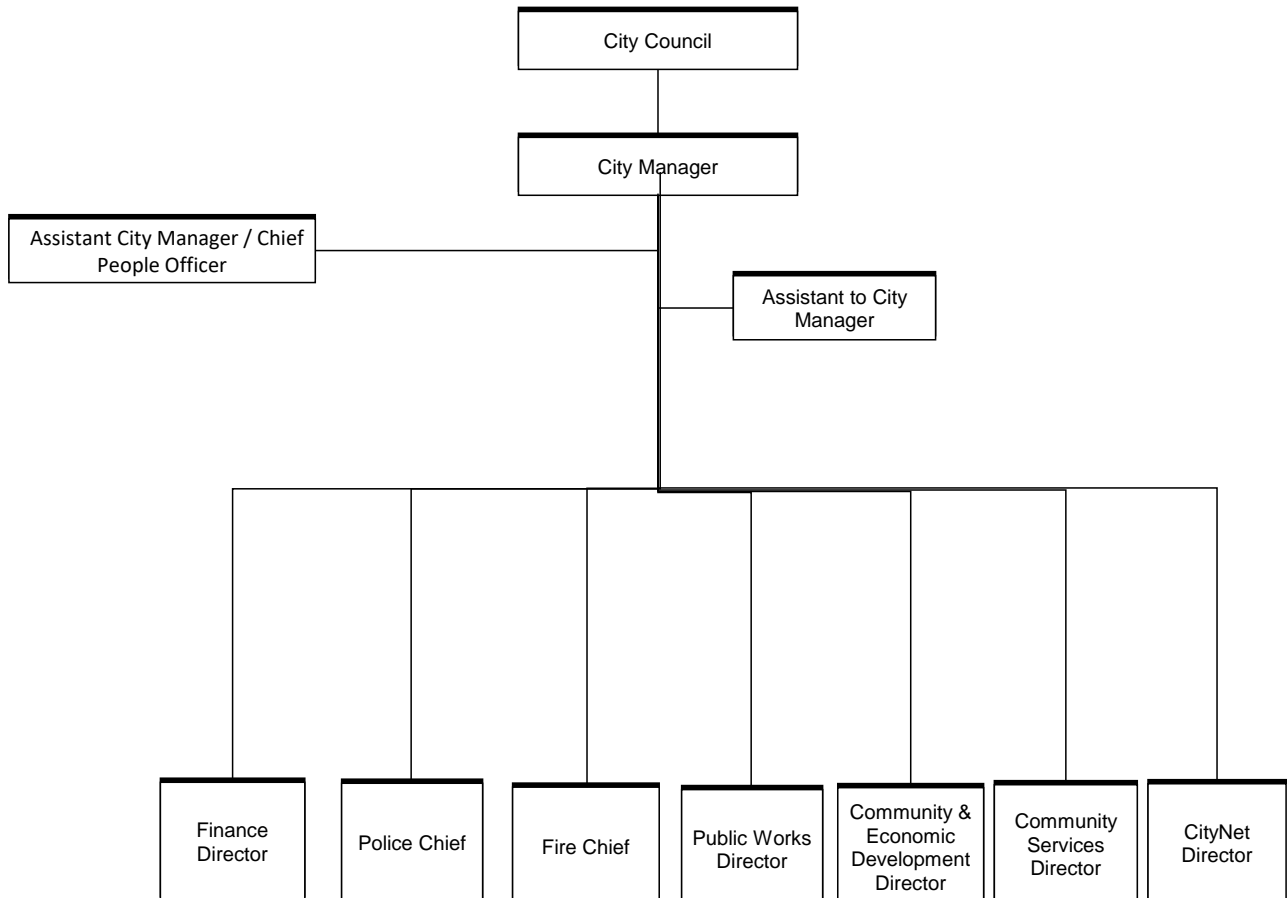
Human Resources Department

Finance Department

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City Manager's Office

City Manager



City Manager's Office

The City Manager's Office supports the City Council by guiding the formulation, development, and implementation of City Council directed policies, programs, and projects and coordinates and supervises all City departments and their operations to ensure effective and cost-efficient delivery of City services.

Overview

The City Manager is appointed by the City Council to serve as the chief executive officer of the municipal corporation. The City Manager has overall responsibility for sound, cost effective, and efficient management of all City programs and services. The City Manager supports the City Council by recommending and implementing administrative, fiscal, and operational policies; assuring that the analysis for items presented for City Council action is complete and sufficient to support City Council decision-making; directing a sound personnel management policy and practice to support teamwork, performance excellence, and commitment to public service; overseeing all City services for high quality, customer-focused service delivery; maintaining on-going awareness and participation in legislative programs and proposals affecting San Bruno; facilitating the City Council goals and objectives in response to community needs and interests and according to the highest standards of professionalism; and preparing and presenting a comprehensive annual operating and capital improvements budget.

The primary services provided include:

- **City Council Policy Development and Strategic Planning**
Work with the City Council and staff to facilitate identification and work program planning to ensure equitable delivery of City services, to preserve and enhance community quality of life, and to address emerging community interests, goals, and priorities.
- **Management and Oversight of Organization**
Oversee and ensure delivery of all City services and operations, including critical public safety services, in a customer-focused manner to ensure implementation of City Council policy and priorities in a manner consistent with best management and professional practice.
- **Community Relations and Outreach**
Coordinate with all departments to assure that public information is available to any interested person and provide outreach on topics of importance to a well-informed citizenry and to promote public involvement in City programs and policy development.
- **Budget Development, Management, and Implementation**
Oversee development and delivery of annual budgets and services consistent with City Council strategic, long-term goal setting and budget policies. Evaluate all operations to assure best available methods for cost efficient service delivery.
- **External Organization Relations**
Ensure positive and proactive representation of City interests at regional and statewide organizations.

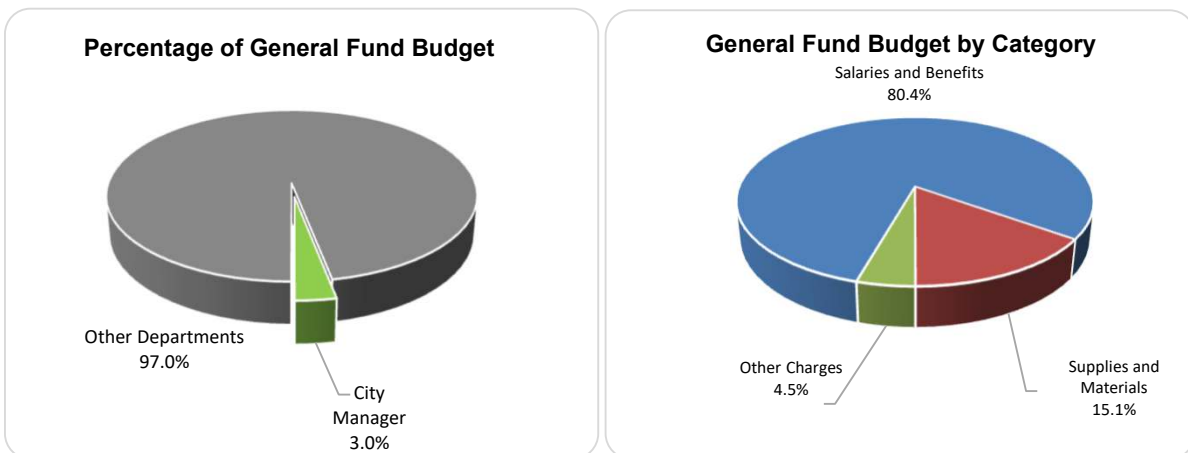
- **Economic Development Program**

Plan, organize, coordinate, and implement Economic Development program management activities and elements consistent with the City's goals in building a strong local and resilient economy.

City Manager Budget Summary

Funding Summary	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2022-23 Budget
General Fund	\$ 704,937	\$ 969,107	\$ 791,093	\$ 846,178
General Administration Recovery from Other Funds:				
Water Fund	120,610	117,208	178,274	214,245
Stormwater Fund	6,459	6,277	34,620	41,605
Wastewater Fund	71,089	69,084	160,404	192,770
Cable Fund	64,445	62,627	131,420	157,937
Solid Waste	575	559	3,802	4,569
Buildings & Facilities	-	-	8,601	10,337
Technology	-	-	288	346
ARPA Fund Support	-	-	235,483	222,747
Total:	\$ 968,115	\$ 1,224,862	\$ 1,543,985	\$ 1,690,734

Budgeted Expenditures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2022-23 Budget
Salaries and Benefits	\$ 787,306	\$ 951,648	\$ 1,212,222	\$ 1,359,378
Supplies and Materials	125,353	193,948	254,100	255,600
Other Charges	55,456	79,267	77,663	75,756
Total:	\$ 968,115	\$ 1,224,862	\$ 1,543,985	\$ 1,690,734



Performance and Workload Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Target
Number of City Council Agendas Prepared	64	64	61	50
Number of Staff Reports Reviewed	215	214	228	225
Number of Press Releases Issued	3	3	5	5

Goals and Accomplishments

FY2021-22 Accomplishments

- ♦ Maintained active Emergency Operations Center (EOC) in response to COVID-19 to ensure the safety of City staff and the general public as the guidelines adjusted according to health statistics and needs. Monitored City services and programming through the transitional period and reestablished many programs that were on hold during the immediate response to COVID.
- ♦ Partnered with Curative to provide the public easy, convenient PCR testing at Narita Plaza, during a peak testing period. Independent kiosk remains operational Monday through Friday and is open to the public.
- ♦ Groundbreaking for the new Recreation and Aquatic Center project; project manager meets with the Recreation and Aquatic Center Advisory Committee regularly for updates.
- ♦ Provided regular updates of high interest topics to the community through the issuance of posts on social media, as well as the City Manager's eNewsletter.
- ♦ Supported the City Council through the City Attorney Request for Proposal (RFP) process, and facilitated the RFP process.
- ♦ Implemented the fiscal year 2021-22 operating budget and capital improvement program, including the review and update of strategic initiatives to the City Council four times throughout the year. Continued to
- ♦ Initiated analysis and conducted public opinion polling of potential ballot measures for November 2022, per Council direction, including:
 - Increase in the City's Cardroom Tax
 - Transition to a Rotational Mayor Process
 - Campaign Finance Contribution Limits
 - Implementation of Term Limits for the Mayor and City Councilmembers
- ♦ Embarked on a deliberate process to study San Bruno's Stormwater System, identify health and safety repairs to the system, and funding to support the effort.
- ♦ Expanded the Safe Routes to Schools Project to examine an immediate effort to reduce speed limits near school sites to 15mph.
- ♦ Initiated a process for the City to obtain an on-call concrete repair contract.
- ♦ Developed the Reimagining Tanforan Land Use Fact Sheet and Master Planning Process
- ♦ Led the City through the transition to District Elections and compliance with the California Voting Rights Act (CVRA), through multiple public hearings, public workshops and outreach campaign.
- ♦ Continued analysis and support of Departments' limited staff operational bandwidth and workload capacity, which is a critical issue affecting progress and will continue to be evaluated and monitored.
- ♦ Worked with the Human Resources Department on negotiated labor agreement contracts bargaining groups with expiring Memorandum of Understandings (MOUs).
- ♦ Worked with the Information Technology (IT) Division and staff committee to relaunch City website.
- ♦ Led the Safe and Equitable Policing Review.
- ♦ Supported wildfire mitigation efforts, including the identification of potential grant funding for future efforts.
- ♦ Issued RFP for grant writing services, reviewed responses and identified specialty areas for grant writing support to City Departments.
- ♦ Completed the multi-year effort to develop the Bayhill Specific Plan.
- ♦ Worked with the Community and Economic Development Department on various economic development opportunities that are underway.
- ♦ Led regional efforts by taking on chair role of the San Mateo County City Managers Association.

FY2022-23 Goals and Objectives

- ♦ Continue to support the San Bruno City Council by providing clear policy level information for their review and consideration to ensure the long sustainability of City services to the San Bruno community.
- ♦ Develop annual operating and capital improvement work program to support the City Council approved focus areas, strategic initiatives, and day-to-day services for the San Bruno community.

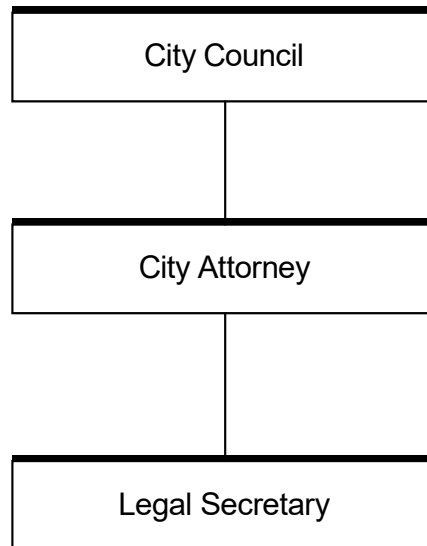
- ♦ Lead City Departments and staff as work programs are implemented, and ensure high-quality services.
- ♦ Continue construction of the new Recreation and Aquatic Center, with an anticipated completion date of Fall 2023.
- ♦ Keep the community informed on high interest projects and important City services through a variety of communication tools.
- ♦ Pursue economic development opportunities, residential, commercial, and industrial, as part of the long term fiscal sustainability efforts and needs.
- ♦ Continue proactive monitoring and management of the City's resources to ensure fiscal and organizational vitality of services.
- ♦ Closely evaluate changing needs as a result of COVID-19, and continue moving forward and adapting to new ways of service delivery.

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY 2022-23 Adopted Budget	\$ Change in Budget FY22 vs FY23	Notable Changes
	Salaries	\$ 617,724	\$ 684,717	\$ 66,993	25% of Executive Assistant and 25% of enhancement request on Economic Development Manager are charged to ARPA in FY 2021-22
	Fringe Benefits	\$ 359,515	\$ 452,414	\$ 92,899	Health insurance and pension
	Total Salaries & Benefits	\$ 977,239	\$ 1,137,131	\$ 159,892	
6001	OFFICE SUPPLIES	\$1,000	1,000	\$ -	
6102	OPERATING SUPPLIES	\$250	250	\$ -	
6112	POSTAGE	\$200	200	\$ -	
6141	PRINTING, COPYING & BINDING	\$24,000	24,000	\$ -	
6401	PROFESSIONAL SERVICES	\$210,000	210,000	\$ -	
6405	TRAINING/MEETINGS/CONFERENCES	\$8,500	8,500	\$ -	
6406	PROFESSIONAL DEVELOPMENT	\$3,500	3,500	\$ -	
6409	SPECIAL PROJECTS	\$0	1,200	\$ 1,200	
6450	COMMUNICATIONS	\$3,300	3,600	\$ 300	
6701	DUES & MEMBERSHIPS	\$2,350	2,350	\$ -	
6702	PUBS & SUBSCRIPTIONS	\$500	500	\$ -	
	Total Supplies & Materials	\$ 253,600	\$ 255,100	\$ 1,500	
7901	INTERNAL SERVICE ALLOCATIONS	\$77,663	75,756	\$ 75,756	
	Total Other Charges	\$ 77,663	\$ 75,756	\$ 75,756	
	Total Expenditures	\$ 1,308,502	\$ 1,467,987	\$ 237,148	

City Attorney's Office

City Attorney



City Attorney's Office Legal Services

The City Attorney's Office provides clear, concise, practical, and high-quality legal advice and representation in a timely, effective, and cost-efficient manner; identifies potential legal risks to the City, and in consultation with the City Council and staff, develops, implements, and monitors measures to address those risks; and ensures that City ordinances and other legal documents reflect the priorities of the City Council and implement best practices.

Overview

Legal Services, consisting of a City Attorney and a Legal Secretary, is responsible for the administration of all City-related legal matters. The primary services provided are:

- **Legal Consultation and Support**

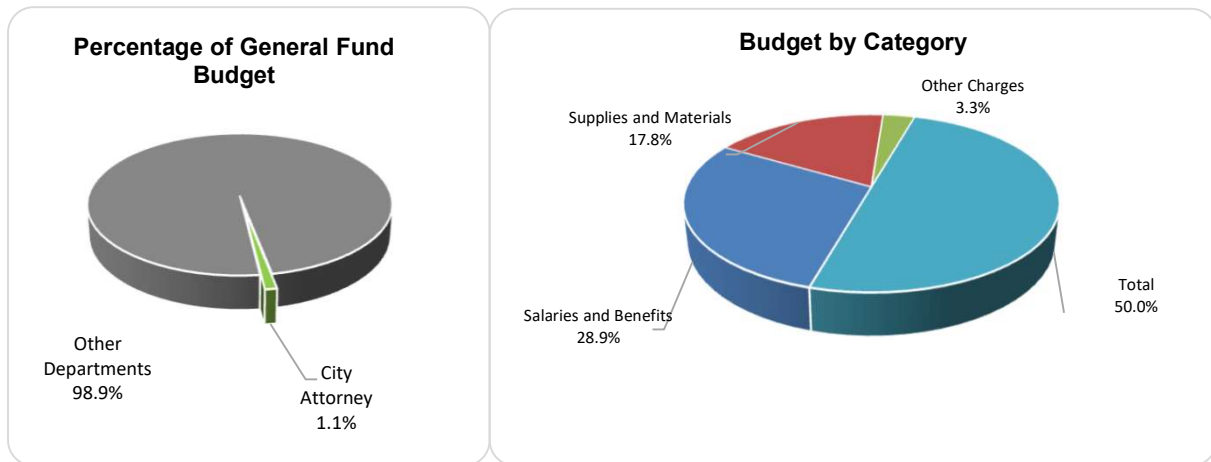
- Represent and advise the City Council, Successor Agency to the former San Bruno Redevelopment Agency, Planning Commission, and other Boards and Commissions on legal matters.
- Provide legal advice to City Council, City Manager, and Departments on City matters.
- Respond to requests for public records and subpoenas.
- Manage City-related litigations and claims including appearing on behalf of the City in legal proceedings and directing the defense or prosecution of complex litigation matters assigned to outside counsel.

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City Attorney Budget Summary

Funding Summary	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2022-23 Budget
General Fund	\$ 295,826	\$ 490,818	\$ 373,073	\$ 367,834
General Administration Recovery from Other Funds:				
Water Fund	132,780	55,455	85,922	89,185
Wastewater Fund	78,262	32,686	77,310	80,245
Stormwater Fund	7,111	2,970	16,685	17,319
CityNet Fund	70,948	29,631	63,340	65,745
Buildings & Facilities	-	-	4,145	4,303
Technology	-	-	139	144
Solid Waste	633	264	1,833	1,902
Total:	\$ 585,560	\$ 611,824	\$ 622,447	\$ 626,677

Budgeted Expenditures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2022-23 Budget
Salaries and Benefits	\$ 335,694	\$ 335,414	\$ 360,616	\$ 362,648
Supplies and Materials	\$ 221,263	\$ 237,139	\$ 223,177	\$ 223,177
Other Charges	\$ 28,603	\$ 39,271	\$ 38,654	\$ 40,852
Total:	\$ 585,560	\$ 611,824	\$ 622,447	\$ 626,677



Performance and Workload Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Target
Number of Claims Received	43	31	25	25
Number of Public Records Act Requests and Subpoenas	138	169	180	169
Number of Contracts Reviewed	145	150	160	150

Goals and Accomplishments

FY2021-22 Accomplishments

- Updated Title 7 of Municipal Code
- Worked on multiple proposed ballot measures
- Supported all City departments and operations to minimize risk and liability by proactive measures and efficiently managing claims and litigation
- Continued resolving longstanding and complex code enforcement matters and assisted with transfer to police department
- Worked with staff to ensure that City interests are addressed in ongoing development projects throughout the City
- Provided city-wide training for all boards, committees, and commissions
- Concluded TOT collection agreement with short term rental platforms

FY2022-23 Goals and Objectives

- Work on revisions to Titles 8-11 of the Municipal Code for conformance with state law, best practices, and to address current and anticipated circumstances and City Council priorities.
- Finalize process for collecting TOT from short term rentals
- Continue to support all departments and operations to minimize risk and liability
- Continue to advance City interests in ongoing development projects
- Provide additional training for all boards, committees, and commissions
- Revise Bylaws for City Commissions, Boards & Committees

City of San Bruno
Department of City Attorney Expenditure
Fiscal Year FY2022-23
Department 001-1140

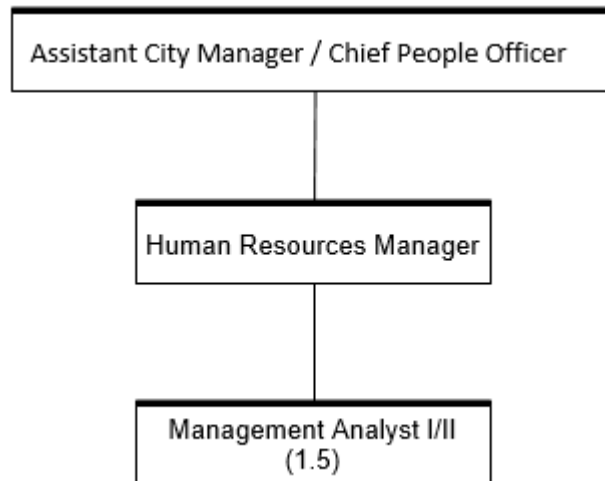
Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	Salaries	\$ 230,487	\$ 230,487	\$ -	
	Fringe Benefits	\$ 130,129	\$ 132,161	\$ 2,032	Health insurance and pension increases
	Total Salaries & Benefits	\$ 360,616	\$ 362,648	\$ 2,032	
6001	OFFICE SUPPLIES	\$900	\$900	-	
6112	POSTAGE	\$400	\$400	-	
6402	LEGAL EXPENSES	\$200,000	\$200,000	-	
6405	TRAINING/MEETINGS/CONFERENCES	\$2,950	\$2,950	-	
6450	COMMUNICATIONS	\$552	\$552	-	
6701	DUES & MEMBERSHIPS	\$1,775	\$1,775	-	
6702	PUBS & SUBSCRIPTIONS	\$16,500	\$16,500	-	
6703	TRAVEL/VEHICLE USE	\$100	\$100	-	
	Total Supplies & Materials	\$ 223,177	\$ 223,177	\$ -	
7901	INTERNAL SERVICE ALLOCATIONS	\$38,654	\$40,852	2,198	Increased Department's Allocations Internal Services
	Total Other Charges	\$ 38,654	\$ 40,852	\$ 2,198	
(B)	Total Expenditures	\$ 622,447	\$ 626,677	\$ 4,230	

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Human Resources Department

Human Resources



Human Resources Department

The Human Resources Department assists the organization in managing its greatest asset, its employees, who in turn provide the highest level of service to our community. The department takes pride in delivering services that support a productive, innovative, and inclusive workforce. The City of San Bruno is an Equal Opportunity Employer, and we believe that a diverse, equitable and inclusive workplace will maximize our talents and harness the strength of our unique set of experiences, perspectives, skills and ideas to discover and leverage our talents which will ultimately benefit the residents we serve.

The mission of the Human Resources Department is to best serve its City and employees by providing leadership and vision in recruitment and selection, benefits administration, classification and compensation, workers' compensation, performance management, and training programs. The Department is also responsible for employee relations, including implementing collective bargaining agreements with six employee organizations and managing negotiations and the grievance process.

- **Recruitment and Retention of Quality Employees**

The Human Resources Department utilizes a broad recruitment strategy to conduct equitable and inclusive recruitments to select highly qualified and motivated employees who will in turn provide quality services to the citizens of San Bruno. Employing a strategy that incorporates critical competencies for job success and identifies business needs results in increased transparency, less bias, more accurate data, better job fit, lower turnover, cost savings, and higher morale and productivity. The department's professional recruitment lifecycle spans across developing customized recruitments for each position, partnering with departments, using creative outreach efforts aligned with industry best practices, employing legally defensible behavior-based interview techniques, conducting thorough background checks, coordinating pre-employment physicals examinations, and enhancing the onboarding experience for new employees to ensure long-term success.

- **Classification and Compensation**

Human Resources strives to align the classification and compensation structure with industry best practices and examines biases in the development of qualifications for job descriptions. The department assures relevant and equitable employee compensation, along with appropriate job categories and conducts classification and compensation studies. Human Resources partners with City Departments to produce relevant and current job classifications that reflect the needs that will serve the community.

- **Employee Training and Development**

The City recognizes the value of retaining engaged and committed employees and strives to coordinate generous benefit packages, career development, and promotional opportunities. Human Resources provides mentoring, coaching, and succession planning opportunities to maintain a strong and capable workforce. The City participates in a comprehensive training program with the San Mateo County Regional Training and Development consortium which offers a range of individual, group, and regional training opportunities that address organizational needs including professional development, team building, skill enhancement, and compliance with regulatory requirements. These

efforts ensure that employees are well-trained and have the appropriate skill sets and abilities to perform their duties and to advance within the organization.

- **Employee Appreciation**

Appreciation is the heart of employee morale. Human Resources supports the City's effort to value employees in a variety of ways including employee appreciation lunches, service awards, council recognition, "last day" lunches, and other recognition events hosted by individual departments.

- **Benefits Administration**

Human Resources offers one-on-one personalized management of City benefits by providing information on a walk-in basis and online through the Employee Portal. To provide the best value to our employees, Human Resources continually analyzes various employee benefit programs to ensure cost effectiveness and service efficiency.

- **Compliance with State and Federal Employment Law**

Human Resources stays abreast of federal and state laws and regulations designed to protect employees and members of the public, and advises City departments on compliance matters, administers the Department of Transportation (DOT) random drug testing program and Department of Motor Vehicles pull notice program, coordinates OSHA required training, conducts mandatory anti-harassment training for all employees, and completes annual postings and reports. Human Resources also counsels employees and managers on a variety of current laws surrounding leaves, disability, equal employment, wages, hours, working conditions, and employee rights.

- **Risk Management and Return-to-Work / Workers' Compensation Program**

Promoting workplace safety results in a safe and happy community. Human Resources administers a comprehensive and evolving safety program to ensure the safety of employees and citizens and implements policies and procedures to assure a proactive risk management and risk avoidance program for all City operations. The Department also manages the workers' compensation program, in conjunction with a third-party administrator, to ensure timely delivery of medical treatment and benefits to injured workers while minimizing the City's exposure, with the goal of aiding employees to expeditiously return to work.

- **Employee Labor Relations**

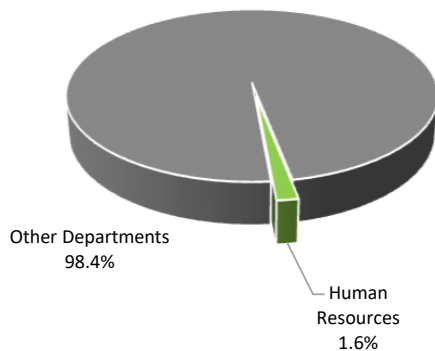
Human Resources strives to build and maintain positive relationships with its employees and labor organizations. The Department represents the City in negotiations and implements negotiated agreements. Human Resources mediates issues with employees, their representatives and management to seek mutually beneficial resolution for issues, and continually works towards fostering a positive work environment.

Human Resources Budget Summary

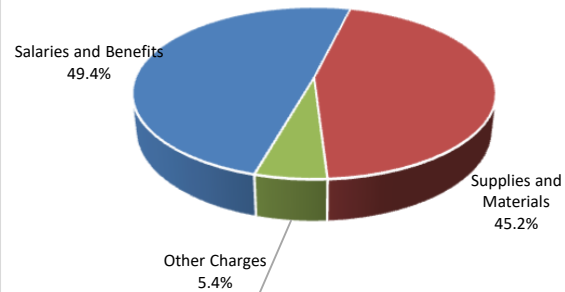
Funding Summary	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2022-23 Budget
General Fund	\$ 358,268	\$ 440,794	\$ 564,852	\$ 524,793
General Administration Recovery from Other Funds:				
Water Fund	123,157	67,951	113,393	126,590
Stormwater Fund	6,596	3,639	22,020	24,583
Wastewater Fund	72,590	40,051	102,027	113,901
Cable Fund	65,806	36,308	83,591	93,319
Buildings & Facilities	-	-	5,471	6,108
Technology	-	-	183	205
Solid Waste	587	324	2,418	2,700
Total:	\$ 627,004	\$ 589,068	\$ 893,956	\$ 892,198

Budgeted Expenditures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2022-23 Budget
Salaries and Benefits	\$ 360,298	\$ 393,754	\$ 417,753	\$ 440,565
Supplies and Materials	220,837	153,122	432,665	403,265
Other Charges	45,870	42,191	43,538	48,368
Total:	\$ 627,004	\$ 589,068	\$ 893,956	\$ 892,198

Percentage of General Fund Budget



Budget by Category



Performance and Workload Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Target
Applications Processed	838	1,390	959	1,000
Recruitments Completed	28	28	50	50
New Full-Time Employees Onboarded	20	15	27	25
Seasonal Hires	22	7	12	20
Employee Service Recognitions	32	32	30	30
Personnel Action Forms Processed	1,100	1,000	700	1,000
Workers' Compensation Claims Filed	16	20	17	10
Days Lost Due to On-the-Job Injuries	483	201	1,016	1,000

Goals and Accomplishments

FY2021-22 Accomplishments

- ♦ Kicked off the implementation process of cloud-based Applicant Tracking System (ATS) and Human Resources Information System (HRIS) to enhance recruitment efforts, onboarding processes, benefits management, performance and goal setting process, learning management, and forms and file management.
- ♦ Successfully conducted 20 recruitments for key full-time and part-time positions.
- ♦ Onboarded 27 full-time employees into key leadership positions.
- ♦ Trained over 80 employees to become certified in the City's behavioral interviewing method.
- ♦ Successfully negotiated labor agreement contracts for two public safety units and continue to negotiate with four remaining bargaining groups with expiring Memorandum of Understandings (MOUs).
- ♦ Developed citywide benchmark classification structure to match industry standards and best practices.
- ♦ Reviewed approximately 1,000 Personnel Action Forms (PAFs) for accuracy and alignment with MOUs.
- ♦ Administered Department of Transportation (DOT) quarterly testing to ensure compliance for commercial drivers within the City and report through Federal Motor Carrier Safety Administration (FMCSA) for commercial drivers for compliance with the requirements of 49 CFR Parts 383 and 384.
- ♦ Revised job description templates to align with the newly created descriptions are consistent among job types to eliminate artificial barriers and biases within job description language using a consistent format for class specifications aligned with job families.
- ♦ Administered mandatory anti-harassment and discrimination training to all employees in conjunction with state and federal law (AB 1825; AB 2053 and SB 396).
- ♦ Analyzed the City's Workers' Compensation administrator options to enhance case management, delivery of services, and reduce claim costs.
- ♦ Managed the Safety Committee (comprised of Department representatives) with the goal of promoting and maintaining the interest of employees in health and safety issues, including performing safety audits of key areas.
- ♦ Streamlined hiring process for part-time temporary employees in order to fill key temporary positions.

FY2022-23 Goals and Objectives

- ♦ Conduct citywide training on new cloud-based Applicant Tracking System (ATS) and Human Resources Information System (HRIS) to enhance recruitment efforts, onboarding processes, benefits management, performance and goal setting process, learning management, and forms and file management.
- ♦ Successfully complete negotiations for citywide bargaining units, creating uniformity and aligning MOUs with current state and federal laws.
- ♦ Establish ticketing system to measure and track internal customer service requests.
- ♦ Continue to securely digitize existing paper documents with the multi-faceted goal of increasing efficiency, saving paper and resources, eliminate storage, and increase security of documents.
- ♦ Work with departments to identify succession planning, competency skill gaps and training opportunities for staff with a focus on professional development.
- ♦ In partnership with operating departments, develop programs to enhance employee engagement and retention.
- ♦ Promote local and regional training opportunities to City Staff and align training to competency development for succession planning.
- ♦ Implement Administrative Regulations aligned with City values.

City of San Bruno
Department of Human Resources Expenditure
 Fiscal Year FY2022-23
 Department 001-1220

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	Salaries	\$253,474	\$265,689	\$12,215	Promotion from Management Analyst I to II
	Fringe Benefits	\$164,279	\$174,876	\$10,597	Health Insurance and pension
	Total Salaries & Benefits	\$417,753	\$440,565	\$22,812	
6001	OFFICE SUPPLIES	950	950	0	
6112	POSTAGE	200	200	0	
6141	PRINTING, COPYING & BINDING	300	300	0	
6401	PROFESSIONAL SERVICES	288,200	187,300	(100,900)	Remove One Time New HRIS Implementation
6404	EMP. ASSISTANCE	8,150	8,150	0	
6405	TRAINING/MEETINGS/CONFERENCES	20,800	20,800	0	
6406	PROFESSIONAL DEVELOPMENT	1,000	1,000	0	
6407	EXAM SERVICES	60,000	131,500	71,500	New Executive Recruitment Fee
6408	MEDICAL EXAMS	20,000	20,000	0	
6409	SPECIAL PROJECTS	6,000	6,000	0	
6413	SPECIALIZED SERVICES	19,000	19,000	0	
6450	COMMUNICATIONS	1,335	1,335	0	
6501	PUBLIC NOTICES	6,230	6,230	0	
6701	DUES & MEMBERSHIPS	500	500	0	
6703	TRAVEL/VEHICLE USE	0	0	0	
	Total Supplies & Materials	\$432,665	\$403,265	(\$29,400)	
7901	INTERNAL SERVICE ALLOCATIONS	43,538	48,368	4,830	
	Total Other Charges	\$43,538	\$48,368	\$4,830	
(B)	Total Expenditures	\$893,956	\$892,198	(\$1,758)	

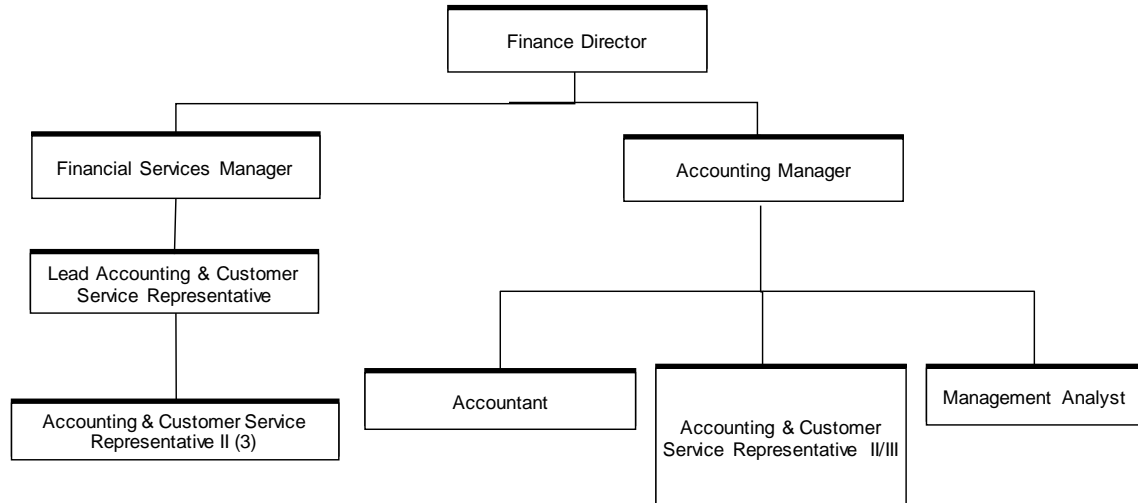
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Finance Department

Administration

Revenue Services

Finance



Finance Department Administration and Revenue Services

The Finance Department maintains and enhances the fiscal integrity and financial stability of the City through oversight, management, reporting and protection of all City's financial resources.

Overview

The Finance Department is responsible for budget development and financial operations of the City. The department ensures that financial activities of the City are accurately recorded and presented in compliance with professional and ethical standards.

The primary services provided include:

- **Financial Reporting and Accounting**

Accurately account for the City's financial condition and provide budget status reports to the City Council. Complete the City's Comprehensive Annual Financial Report (CAFR), coordinate audits, prepare special reports for State and Federal Agencies, Grant Administrators, and bondholders as required.

- **Budget**

Lead the annual budget development process and support the City Council in their priority setting, budget review, analysis and adoption of the budget and fiscal priorities. Report on the financial status of the City to City Council.

Revenue Management Generate and manage citywide utility billing and collection including water, wastewater, and garbage. Maintain the business license database and collect business license fees and taxes. Maintain the City's master fee schedule. Issue Invoices and collect other receivables including transient occupancy taxes, reimbursements from developers, and rental agreements, etc.

- **Cashiering and Customer Service**

Process payments received from customers and post to Cashier Central. Provide customer services in person and on the phone for finance related matters.

- **Accounts Payable**

Provide weekly payment for services and supplies rendered by vendors.

- **Payroll**

Timely and accurately process biweekly payroll for all City employee. Issue quarterly and annual payroll tax filings. Update the payroll system timely to stay compliant with regulatory developments.

- **Treasury Management**

Provide cost-effective financing to the City and ensure statutory and regulatory compliance in continuous disclosures and reporting. Invest City funds in accordance with the Investment Policy and the CA Government Code. Manage the City's banking and custodial relationships, and ensure efficient banking transaction execution.

- **Purchasing and Administration**

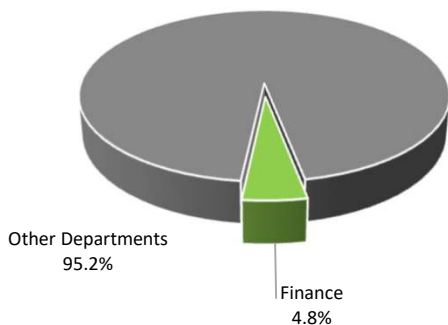
Administer competitive bids, execute agreements with vendors, issue purchase orders, pay vendor invoices in a timely manner, and implement internal controls through maintaining and updating administrative policies and procedures. Assess business processes for internal control and efficiency improvements.

Finance Administration & Revenue Services Budget Summary

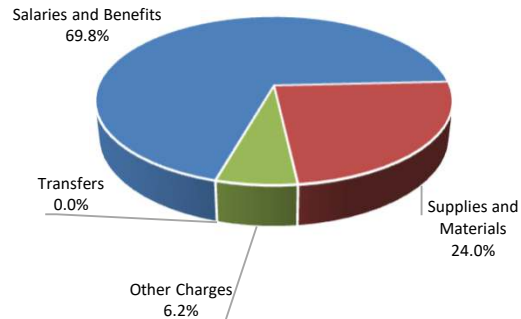
Funding Summary	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2022-23 Budget
General Fund	\$ 1,315,308	\$ 1,378,785	\$ 1,221,167	\$ 1,069,236
General Administration Recovery from Other Funds:				
Water Fund	597,266	605,576	562,438	572,357
Stormwater Fund	7,008	6,933	56,451	57,442
Wastewater Fund	468,023	476,867	571,570	581,654
Cable Fund	69,921	69,174	313,736	319,261
Solid Waste	624	617	5,710	5,810
Buildings & Facilities	-	-	43,091	43,852
Technology	-	-	324	329
Total:	\$ 2,458,149	\$ 2,537,952	\$ 2,774,487	\$ 2,649,940

Budgeted Expenditures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2022-23 Budget
Salaries and Benefits	\$ 1,684,584	\$ 1,652,048	\$ 1,835,366	\$ 1,849,797
Supplies and Materials	\$ 593,500	\$ 683,824	\$ 782,066	\$ 634,948
Other Charges	\$ 180,066	\$ 202,079	\$ 157,055	\$ 165,195
Total:	\$ 2,458,149	\$ 2,537,952	\$ 2,774,487	\$ 2,649,940

Percentage of General Fund Budget



Budget by Category



Performance and Workload Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Target
Number of high-risk internal audit issues identified	0	0	0	0
Maintain a credit rating of "very high" or "highest"	Yes	Yes	Yes	Yes
The City's budget is adopted by June 30th	Yes	Yes	Yes	Yes
General Fund and other reserves are met as defined in the City's Reserve Policy	No	Yes	Yes	Yes
Finalize the audit and publish the Comprehensive Annual Financial Report (CAFR) within 180 days after the end of the fiscal year	No	Yes	Yes	Yes

The City's annual financial statements receive an unmodified opinion from the External Auditors with no significant deficiencies or material weaknesses	Yes	Yes	Yes	Yes
The City's Comprehensive Annual Financial Report (CAFR) receives the Government Finance Officers Association Award of Excellence in Financial Reporting	Yes	Yes	Yes	Yes
The City's Adopted Budget receives the Government Finance Officers Association (GFOA) Award for Distinguished Budget Presentation	Yes	Yes	Yes	Yes
Number of W-2's issued by January 31	369	315	325	325
Number of invoices processed	10,735	10,137	10,150	10,150
Number of business licenses issued	2,830	2,112	2,150	2,150
Number of utility bills generated	75,425	75,284	75,300	75,300

* Audit was completed on 12/21/21, CAFR was accepted by Council on 1/11/22.

Goals and Accomplishments

FY2021-22 Accomplishments

Departmental Efficiency/Effectiveness Improvements

- ♦ Documented operation procedures on cash handling, utility billing, and business license administration
- ♦ Developed comprehensive business license solution collaboratively with CED and Fire departments that standardizes procedures for new applications, annual renewals, and compliance management and billing
- ♦ Implemented Tyler Content Management update and reduced burden on the City server
- ♦ Issued banking services RFP, completed proposal evaluation and issued a tentative contract award
- ♦ Renewed the actuarial services contract and refreshed insurance cost allocation model

Financial Stewardship

- ♦ Supported HR and City Manager's office on labor negotiation and costing analysis
- ♦ Provided advisory and analytical support to other departments
- ♦ Contracted with R3 for integrated waste management consulting services. Collaborated with CMO, PW and R3 on contract negotiations with Recology

Financial Operations

- ♦ Monitored the current year budget to ensure revenues are properly recorded and expenditures occur in accordance with City policies
- ♦ Led and coordinated the budget development for FY 2022-23
- ♦ Completed the Annual Comprehensive Financial Report and audits for FY 2020-21
- ♦ Submitted water and wastewater arrearage applications with the CA Water Resources Board and recovered payments due to delinquency

Strategic Initiative

- ♦ Provide financial and analytical support for Council initiatives including stormwater, charter city and card room tax
- ♦ Collaborated with City Attorney and CMO on sales tax related issues, short-term rental and cannabis tax

FY2022-23 Goals and Objectives

Departmental Efficiency/Effectiveness Improvements

- ♦ Implement banking services contracts and enhance the City's banking service scope and automation

- ♦ Establish pooled accounting accounts and implement proper investment accrual accounting and monthly interest allocation.
- ♦ Enhance desk operating procedures. Cross train staff for backup coverage
- ♦ Enhance staffing resource and analytical capacity in Finance

Financial Stewardship

- ♦ Provide advisory and analytical support on departmental and Citywide interests and initiatives.
- ♦
Update the City's policies including budget, investment, procurement and other finance related topics.

Financial Operations

- ♦ Lead and coordinate the annual budget development process to support the City Council's priorities and strategic initiatives.
- ♦ Manage and monitor the budget to ensure that resources are received and spent in accordance with City policies
- ♦ Ensure the adopted budget is balanced
- ♦ Ensure the minimum reserve policy requirements are met or exceeded

Strategic Initiative

- ♦ Comprehensive Fiscal Sustainability Project – Continue to explore possible revenue enhancements to ensure priority City programs have adequate funding
- ♦ Continue to enhance operating procedures to improve internal control.

City of San Bruno
Department of Finance - Administration Expenditure
Fiscal Year FY2022-23
Department 001-1250

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	Salaries	\$ 647,995	\$ 654,601	\$ 6,606	
	Fringe Benefits	\$ 408,231	\$ 425,754	\$ 17,523	Health insurance and pension
	Total Salaries & Benefits	\$ 1,056,226	\$ 1,080,355	\$ 24,129	
6001	OFFICE SUPPLIES	\$6,000	\$5,000	(1,000)	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	\$0	\$1,000	1,000	
6112	POSTAGE	\$6,400	\$6,400	-	
6141	PRINTING, COPYING & BINDING	\$250	\$250	-	
6304	MAINTENANCE	\$53,364	\$55,000	1,636	Tyler TCM
6401	PROFESSIONAL SERVICES	\$150,006	\$110,875	(39,131)	Purchase orders carried over from FY21 to FY22
6405	TRAINING/MEETINGS/CONFERENCES	\$10,750	\$10,750	-	
6406	PROFESSIONAL DEVELOPMENT	\$3,000	\$3,500	500	
6419	OTHER SERVICES	\$18,500	\$19,240	740	
6450	COMMUNICATIONS	\$2,035	\$2,035	-	
6501	PUBLIC NOTICES	\$3,500	\$3,500	-	
6650	TOOL & EQUIPMENT	\$3,000	\$3,000	-	
6701	DUES & MEMBERSHIPS	\$1,730	\$1,740	10	
6702	PUBS & SUBSCRIPTIONS	\$200	\$100	(100)	
	Total Supplies & Materials	\$ 258,735	\$ 222,390	\$ (36,345)	
7901	INTERNAL SERVICE ALLOCATIONS	\$125,790	\$131,051	5,261	
	Total Other Charges	\$ 125,790	\$ 131,051	\$ 5,261	
(B)	Total Expenditures	\$ 1,440,751	\$ 1,433,796	\$ (6,955)	

City of San Bruno
Department of Finance - Revenue Services Expenditure
Fiscal Year FY2022-23
Department 001-1251

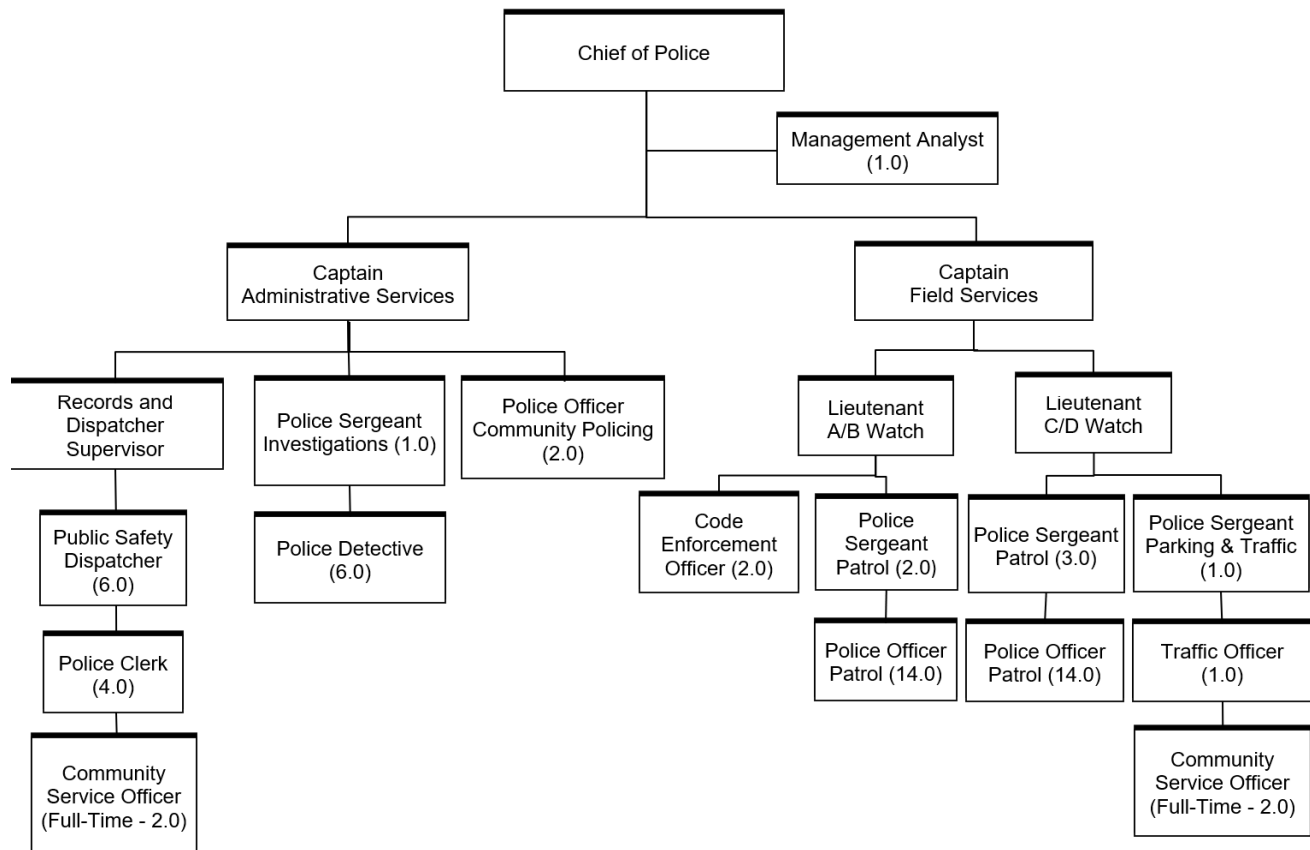
Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	Salaries	\$ 469,431	\$ 452,787	\$ (16,644)	Budget adjustment for 2.5 FTE left/ retired
	Fringe Benefits	\$ 309,709	\$ 316,655	\$ 6,946	Health insurance and pension
	Total Salaries & Benefits	\$ 779,140	\$ 769,442	\$ (9,698)	
6001	OFFICE SUPPLIES	\$4,500	\$3,500	(1,000)	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	\$0	\$1,000	1,000	
6112	POSTAGE	\$30,000	\$30,000	-	
6304	MAINTENANCE	\$72,686	\$61,561	(11,125)	Lower Annual Fee for Progressive and AcquaMetrics
6401	PROFESSIONAL SERVICES	\$130,000	\$0	(130,000)	Remove One-time Consulting Contract
6405	TRAINING/MEETINGS/CONFERENCES	\$4,000	\$5,500	1,500	
6406	PROFESSIONAL DEVELOPMENT	\$1,000	\$500	(500)	
6419	OTHER SERVICES	\$279,320	\$308,782	29,462	Credit Card Fee Increase
6450	COMMUNICATIONS	\$1,410	\$1,410	-	
6701	DUES & MEMBERSHIPS	\$415	\$305	(110)	
	Total Supplies & Materials	\$ 523,331	\$ 412,558	\$ (110,773)	
7901	INTERNAL SERVICE ALLOCATIONS	\$31,265	\$34,144	2,879	
7902	INTERDEPARTMENTAL CHARGES	\$0	\$0	-	
	Total Other Charges	\$ 31,265	\$ 34,144	\$ 2,879	
(B)	Total Expenditures	\$ 1,333,736	\$ 1,216,144	\$ (117,592)	

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Police Department

Police Department



Police Department

The San Bruno Police Department is committed to providing the highest level of police service to the community by preserving the community's peace while adhering to the highest level of ethical standards and professional conduct. The Department is dedicated to improving the quality of life for everyone who lives, works, and does business in San Bruno. The Department partners with the community to build trust and mutual respect, and to understand the community's concerns and identify and solve problems together.

Overview

The San Bruno Police Department is a full service law enforcement agency that provides police services twenty-four hours a day, seven days a week. In addition to protecting life and property, the Department is committed to the prevention of criminal activity through highly visible patrols, systematic gathering and documentation of intelligence information, and the enforcement of laws and regulations throughout the City. The Department also delivers a variety of non-emergency police services. The Department's services include the following programs:

- **Patrol**
Respond to emergency and non-emergency requests for police assistance and provide enforcement of state and local laws. The Patrol Division is responsible for the prevention of criminal activity and the investigation of criminal acts that lead to successful prosecutions. Patrol duties are carried out in marked patrol vehicles, motorcycles, on foot, and on bicycles.
- **Traffic and Parking**
Provide enforcement of traffic laws, including parking regulations. Officers also investigate traffic collisions and provide recommendations to the City's Engineering Division to enhance traffic and pedestrian safety.
- **Investigations and Support Services**
Conduct major case management and follow-up investigations that lead to the identification and apprehension of those responsible for criminal acts. The Support Services Section provides a liaison to the schools, resolves chronic quality of life issues in the community, facilitates crime prevention programs such as Neighborhood Watch and the Citizen's Crime Prevention Committee, and assures employees meet mandated training requirements. Code Enforcement staff responds to code violations and actively identifies and works with property owners, tenants, and affected parties to assure compliance with nuisance, building and housing, news rack, and vehicle code requirements to achieve a safe and attractive environment for the citizens of San Bruno.
- **Administration**
Provide for planning, resource development and management, budget preparation, acquisition of equipment, licensing and permit issuance, and emergency preparedness.
- **Records and Dispatch Services**
Obtain information from callers and relay necessary facts to patrol units in the field. This Division provides information and assistance to customers both over the telephone and

in person, processes police records, and prepares cases for review by the District Attorney's Office.

- **Code Enforcement**

The San Bruno Code Enforcement Unit was originally created to have primary enforcement responsibility for all Municipal Code violations. Through the years, the Unit had undergone several scope-of-responsibility changes resulting in excessive time spent on several ancillary duties not necessarily focused on quality of life or nuisance issues as was originally intended. In July of 2020 the Unit was transferred to the supervision of the Police Department. The Code Enforcement Unit, currently comprised of two Code Enforcement Officers, continues to operate as part of a larger city services workgroup.

The philosophy of the San Bruno Code Enforcement Unit to first seek voluntary compliance in response to these priorities, and resort to enforcement action when compliance is not obtained. Code Enforcement Officers obtain voluntary compliance through communication, education, outreach, and community interaction.

- **Contract Services**

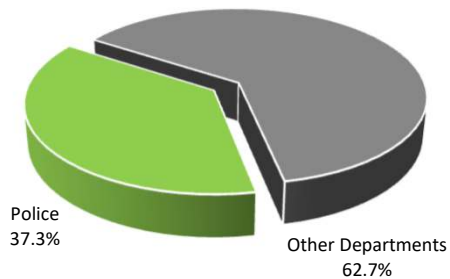
Contracts with various public and private agencies allows the Police Department to provide a variety of services that include counseling and diversion programs for at-risk youth, crossing guard services at busy intersections, housing of prisoners, and animal control services.

Police Department Budget Summary

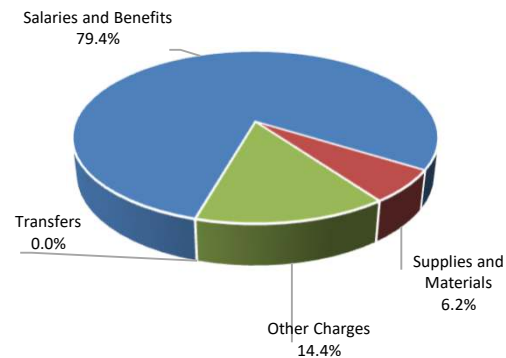
Funding Summary	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2022-23 Budget
General Fund	\$ 16,862,285	\$ 16,292,998	\$ 17,152,636	\$ 17,582,274
Department Revenues	1,860,085	1,766,945	2,327,327	2,906,691
Supplemental Law Enforcement Services	100,000	400,000	200,000	200,000
Total:	\$ 18,822,371	\$ 18,459,942	\$ 19,679,963	\$ 20,688,965

Budgeted Expenditures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2022-23 Budget
Salaries and Benefits	\$ 14,358,846	\$ 14,053,874	\$ 15,643,273	\$ 16,427,437
Supplies and Materials	980,930	878,890	1,158,026	1,280,319
Other Charges	3,398,990	3,527,179	2,713,834	2,981,209
Transfers	83,604	-	164,830	-
Total:	\$ 18,822,371	\$ 18,459,942	\$ 19,679,963	\$ 20,688,965

Percentage of General Fund Budget



Budget by Category



Performance and Workload Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Target
Number of new Crisis Intervention Trained Officers	4	0	4	8
Number of DUI Enforcement Programs	8	19	8	8
Number of Massage Business Compliance Checks	10	6	6	10
Number of Burglary Suppression Programs	2	0	2	2
Number of Pedestrian Safety / Enforcement Programs	4	6	4	6
Number of Vehicle Burglary Suppression Programs (combined with general burglary suppression above)	8	0	8	6
Number of Criminal Street Gang Enforcement Programs	12	14	20	20
Number of Programs Combatting the Sale of Alcoholic Beverages to Minors (removed measure)	4	0	4	4
Number of Programs Combatting the Sale and Use of Tobacco and Vape Products By Minors (new measure)	N/A	N/A	4	4

Number of Saturated Parking Enforcement Programs	N/A	10	10	10
Number of PSAs and other posted videos/messages in Spanish	N/A	45	50	50

Goals and Accomplishments

FY2021-22 Accomplishments

- ♦ Secured the funding to reinstate some of the frozen/held staff positions.
- ♦ Completed the Safe and Equitable Policing Review.
- ♦ Expanded our public survey capabilities.
- ♦ Initiated a fully-funded network, facility, and systems security assessment with CISA
- ♦ Deploy the enhanced employee wellness and resiliency program.
- ♦ Expanded and enhanced the department's fitness facility.
- ♦ Developed and obtained approval for a Military Equipment Use Policy and Ordinance in compliance with AB 481
- ♦ Expanded our network of automated license plate reader cameras.
- ♦ Improved our follow-up communications to better inform involved parties of the progress and outcomes of their cases.
- ♦ Enhanced our recruiting efforts and materials to focus on diverse candidates and lateral transfers
- ♦ Developed a detailed plan to deploy a metered parking solution in the downtown area
- ♦ Developed a detailed plan to enhance our parking enforcement capabilities through an outsourced solution.
- ♦ Analyzed our radio infrastructure for mandated encryption requirements and coverage inadequacies and established a solution to resolve both.
- ♦ Increased public awareness and use of Citizen RIMS
- ♦ Deployed a joint UAS/Drone program with SB Fire
- ♦ Sent a Lieutenant through POST Management School
- ♦ Authored and delivered the Police Department Annual Report
- ♦ Secured and appointed a dedicated IT professional for the Police Department.
- ♦ Began evaluating alternatives to our current CAD/RMS system
- ♦ Secured a new Traffic Safety Grant from CA OTS
- ♦ Secured an underage alcohol prevention grant from CA ABC
- ♦ Conducted dozens of "Chat with the Chief" public outreach meetings with various community groups.
- ♦ Enhanced our partnership with the Citizen Crime Prevention Committee
- ♦ Conducted multiple "Coffee with a Cop" events
- ♦ Successfully deployed RIPA Stop Data Collection Procedures
- ♦ Developed a detailed plan for full compliance with Senate Bill 2 - Police Certification Requirements
- ♦ Secured new patrol rifles to replace existing rifles that were more than a decade beyond their prescribed usable lifespan
- ♦ Secured outside funding for a new Motor/Traffic Officer position.
- ♦ Partnered with the SB Park School District to develop a comprehensive school safety plan.
- ♦ Secured positions on the CPCA and SMPCSA Executive Boards
- ♦ Secured grant funding for a school-based anti-drug abuse program
- ♦ Regularly produced and disseminated the "Chief's VLOG"
- ♦ Developed a threat assessment procedure and matrix
- ♦ Secured a position with the US Secret Service Digital Task Force for top tier training and hundreds of thousands of dollars of free equipment
- ♦ Hired a second Code Enforcement Officer

FY2022-23 Goals and Objectives

- ♦ Add a professional counseling component to the Employee Wellness Program
- ♦ Add a personal fitness training component to the Employee Wellness Program
- ♦ Add a personal nutrition training component to the Employee Wellness Program
- ♦ Add a personal financial health training component to the Employee Wellness Program

- ♦ Assist SB Park School District with completion of the school safety plan
- ♦ Conduct, evaluate, and improve the RIDOF Drug Awareness Program
- ♦ Implement identified recommendations from the Safe and Equitable Policing Review
- ♦ Deploy an additional motor/traffic officer to improve traffic safety in the City
- ♦ Continue with and expand Chat with the Chief events
- ♦ Conduct regular Coffee with a Cop events
- ♦ Initiate the Radio Encryption and Infrastructure CIP
- ♦ Reinstate all frozen police department positions
- ♦ Improve recruiting efforts to attract more African American/Black officer applicants
- ♦ Deploy a consultant to complete a Staffing Study
- ♦ Attend a POST Team Building Workshop
- ♦ Launch the downtown parking meters and enhanced enforcement project
- ♦ Add a Management Analyst position to improve data analysis and administration capabilities
- ♦ Prepare for full Senate Bill 2 implementation
- ♦ Expand use of CueHit for better public communications
- ♦ Increase public use of Citizen RIMS
- ♦ Expand neighborhood watch groups and integrate with Citizen Crime Prevention Committee
- ♦ Develop a plan to ensure all staff are CIT trained
- ♦ Complete digitizing of all personnel files
- ♦ Develop a crisis communications plan for critical incidents
- ♦ Deploy revised performance evaluations forms and process
- ♦ Send a Sergeant through SLI Course
- ♦ Reduce the number of injury traffic collisions by at least 10%
- ♦ Reduce the number of theft-related crimes by at least 10%
- ♦ Continue to work with LifeMoves and other partners to end homelessness
- ♦ Secure funding for enhanced traffic safety efforts
- ♦ Conduct the UDETER Program at Capuchino High School
- ♦ Increase training efforts to ensure compliance following COVID restrictions
- ♦ Complete career development counseling with all staff
- ♦ Issue an Annual Report

City of San Bruno
Department of Police Revenue & Expenditure
Fiscal Year FY2022-23
Department 001-2010

Revenues

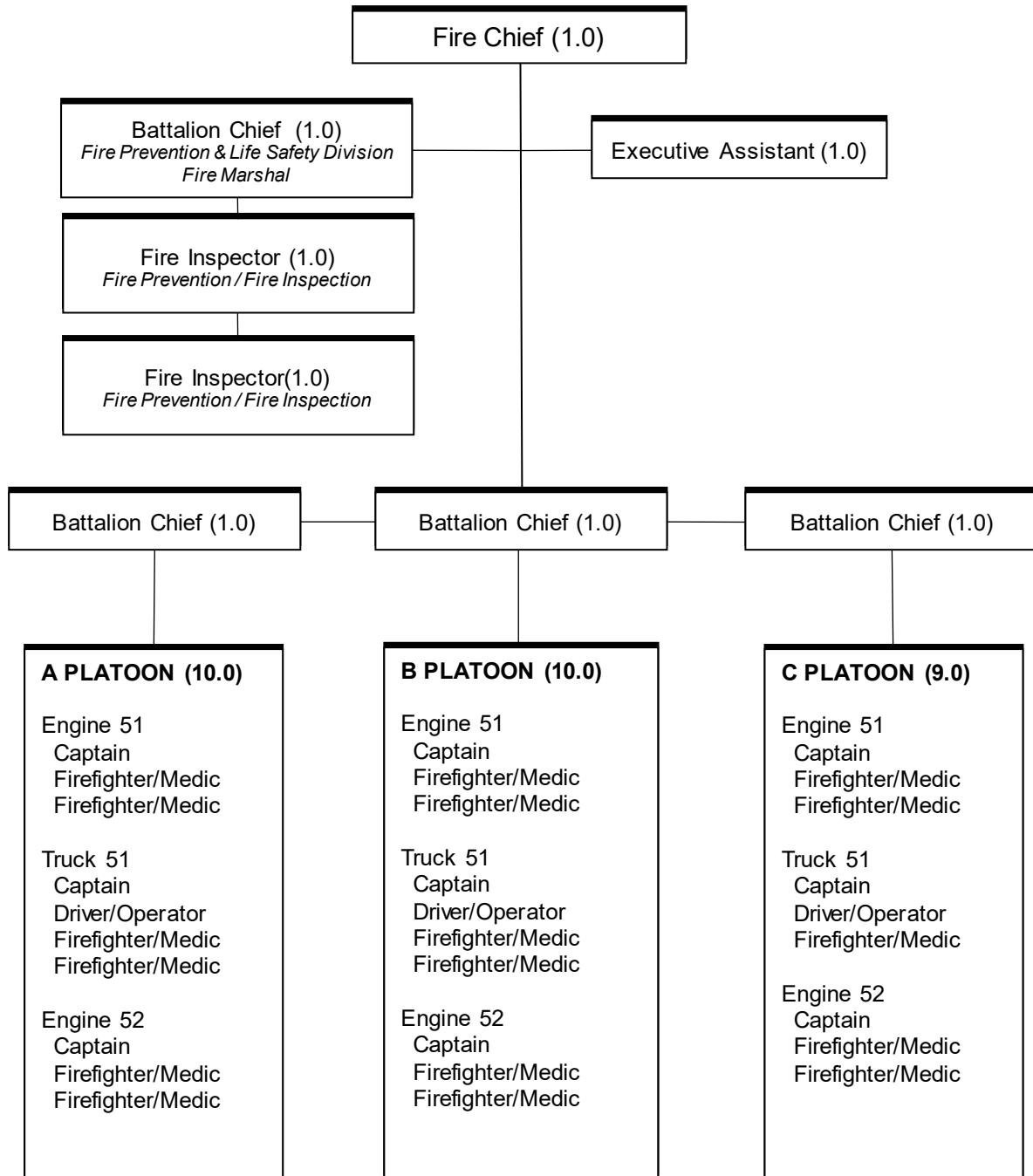
Account	Revenue Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
4422	P.O.S.T. REIMBURSE	\$ 7,500	\$ 7,500	\$ -	
4434	O.T.S.GRANT-POLICE ENFORCE.				
4453	S.M.NARC TASK FORCE	70,000	70,000	-	
4503	CODE ENFORCEMENT FINES	22,800	40,050	17,250	Fully staffed with 2 new code enforcement officers.
4522	FINGERPRINTING	2,000	2,000	-	
4523	POLICE AUCT.PROCEEDS	2,000	2,000	-	
4524	CARDROOM APPLIC.	5,000	5,000	-	
4525	POLICE REPORTS	10,000	10,000	-	
4527	TOWED VEHICLE REPO	1,000	1,000	-	
4528	VEHICLE RELEASE	20,000	20,000	-	
4529	OTHER POLICE SVCE.	5,600	5,600	-	
4530	FALSE ALARM FEES	10,000	10,000	-	
4681	POLICE FINES REVENUE	115,000	130,000	15,000	Yearly increase estimate
4682	PARKING FINES	900,000	900,000	-	
4684	BLDG.CODE VIOL. FINES	200	200	-	
4906	MAINT.REIMB.-BART	47,395	47,395	-	
4907	STATE/COUNTY REIMB -POLICE	32,600	14,110	(18,490)	Reduced reimbursement for Intrado renewal
4993	REIMBURSEMENTS	1,076,232	1,641,836	565,604	
4999	NON-OPERATING TRANSFERS	200,000	200,000	-	
(A)	Total Revenues	\$ 2,527,327	\$ 3,106,691	\$ 579,364	

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	Salaries	\$ 8,988,927	\$ 9,381,464	\$ 392,537	Add 25% of 3 police officers which were charged to ARPA in the previous fiscal year.
	Fringe Benefits	\$ 6,654,346	\$ 7,045,973	\$ 391,627	
	Total Salaries and Benefits	\$ 15,643,273	\$ 16,427,437	\$ 784,164	
6001	OFFICE SUPPLIES	35,558	35,800	242	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	-	2,400	2,400	
6101	GAS AND OIL	116,500	125,820	9,320	
6102	OPERATING SUPPLIES	21,839	41,726	19,887	Return to pre-pandemic budget for safety equipment in FY 2022-23
6112	POSTAGE	6,119	6,119	-	
6304	MAINTENANCE	178,963	172,700	(6,263)	
6309	RADIO MAINTENANCE	93,364	100,661	7,297	
6401	PROFESSIONAL SERVICES	221,953	258,843	36,890	Increase in background investigation and school crossing guard.
6405	TRAINING/MEETINGS/CONFERENCES	94,442	154,433	59,991	Catch up on POST trainings and code enforcement trainings, increased meeting budget
6406	PROFESSIONAL DEVELOPMENT	30,589	29,589	(1,000)	
6408	MEDICAL EXAMS	7,000	7,000	-	
6419	OTHER SERVICES	84,397	97,497	13,100	K9 vet services increase and return to pre-pandemic budget for investigative services
6450	COMMUNICATIONS	70,480	74,856	4,376	
6531	UTILITIES	125,000	125,000	-	
6650	TOOLS & EQPT. -\$25K	69,048	45,100	(23,948)	Reduction for Eaton UPS battery
6702	PUBS & SUBSCRIPTIONS	2,775	2,775	-	
	Total Supplies & Materials	\$ 1,158,026	\$ 1,280,319	\$ 122,293	
7041	COUNTY SVCE.CHARGES	505,766	514,215	8,449	
7069	INTERGOVERNMENTAL-OTHER	12,800		(12,800)	
7901	INTERNAL SERVICE ALLOCATIONS	1,071,271	1,213,145	141,874	Share of internal service departments
7902	INTERDEPARTMENTAL CHARGES	1,123,997	1,253,849	129,852	Cost allocation plan
	Total Other Charges	\$ 2,713,834	\$ 2,981,209	\$ 267,375	
8999	NON-OPERATING TRANSFER	164,830	-	(164,830)	
9079	TRANSFERS TO EQUIP. RESERVE	-	-	-	
	Total Transfers	\$ 164,830	\$ -	\$ (164,830)	
(B)	Total Expenditures	\$ 19,679,963	\$ 20,688,965	\$ 1,009,002	
(B) - (A)	General Fund Support	\$ 17,152,636	\$ 17,582,274	\$ 429,638	

Fire Department

Fire



Fire Department

The San Bruno Fire Department provides protection of health, life, and property through emergency response, fire prevention, public education, advanced life support, community preparedness, and fire suppression activities.

Overview

The San Bruno Fire Department provides for the protection and public safety of the community 24 hours a day, 7 days a week, through 5 major divisions. These divisions include the following:

- **Administration**
Supports the day-to-day management of department personnel, apparatus and fire facilities. Also provides support, planning, and budget allocation for personnel, equipment, training, fire prevention, and community preparedness.
- **Operations**
Provides personnel, apparatus, and equipment for emergency responses to fire, medical, hazardous material, and rescue incidents. Oversees maintenance of fire stations, apparatus, equipment, and personal protective equipment. The Department provides these services out of two fire stations, Station 51 at 555 El Camino Real and Station 52 at 1999 Earl Avenue.
- **Training / Emergency Medical Services (EMS)**
In partnership with Central County Training Division to provide EMS and fire-based training to fire personnel and to maintain record keeping and documentation. The division provides standardization in delivery of services and assures compliance with mandated annual training requirements.
- **Fire Prevention / Life Safety**
Provides enforcement of appropriate codes and ordinances, inspections, and fire cause and origin investigation. Provides public information and education programs including home and school fire safety, earthquake preparedness, CPR/AED training, car seat installation, career education, and bike helmet safety.
- **Community Preparedness**
Coordinates the City's disaster preparedness program including upgrading resources in the EOC, participating in annual countywide emergency exercises, training staff in Web EOC and SMC Alert, and providing a Fire Department liaison to assist the Community Preparedness Committee. Provides certified personnel to coordinate Community Emergency Response Training (C.E.R.T.) twice annually to organizations and neighborhoods throughout the community.

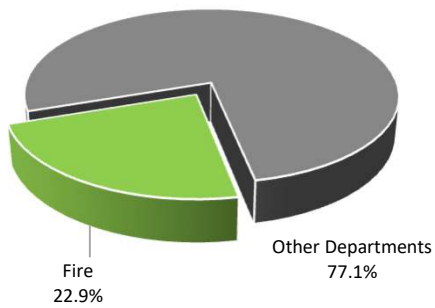
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Fire Department Budget Summary

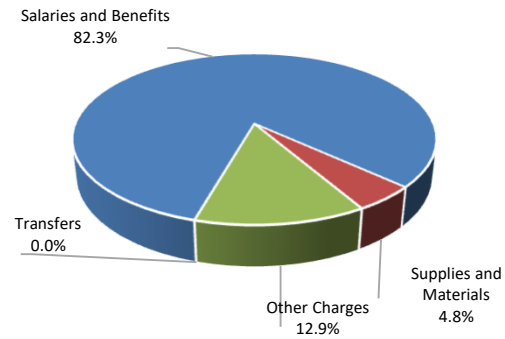
Funding Summary	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2022-23 Budget
General Fund	\$ 11,100,039	\$ 11,717,834	\$ 10,806,023	\$ 11,947,237
Department Revenues	381,203	930,146	783,474	741,204
Total:	\$ 11,481,242	\$ 12,647,980	\$ 11,589,497	\$ 12,688,441

Budgeted Expenditures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2022-23 Budget
Salaries & Benefits	\$ 9,305,761	\$ 10,258,214	\$ 9,482,971	\$ 10,445,818
Supplies & Materials	410,919	436,586	498,102	609,509
Other Charges & Allocations	1,764,562	1,953,180	1,608,424	1,633,114
Total:	\$ 11,481,242	\$ 12,647,980	\$ 11,589,497	\$ 12,688,441

Percentage of General Fund Budget



General Fund Budget by Category



Performance and Workload Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Target
Emergency calls for service	4,283	4,283	3,638	5,000
Medical responses	2,532	2,532	2,322	3,500
Structure and other fire related responses	151	151	130	175
Participants completing CERT training	35	35	0	100
Employees and residents trained in CPR/AED	118	118	75	50

Goals and Accomplishments

FY2021-22 Accomplishments

Personnel:

- ◆ Conducted promotional tests with the collaboration of human resources for Fire Captain and Battalion Chief
- ◆ Promotions of 1 Fire Captain
- ◆ Partnered with San Bruno Firefighters Association to get quotes for NFPA 1582 screenings completed
- ◆ Provided educational and training opportunities to all Fire Department employees to address succession planning and career development needs
- ◆ Examined and implemented safety initiatives and wellness program improvements to minimize and prevent work related injuries
- ◆ Implemented county-wide exposure reduction policies and procedures related to personnel protective equipment (PPE) to reduce Firefighter exposure to carcinogens

Fleet:

- ◆ Conducted 90 vehicle inspections to maintain legal compliance
- ◆ Conducted A, B, C vehicle services to maintain compliance
- ◆ Established apparatus committee / developed a specification & delivered 2 Type I Engines
- ◆ New Chief's vehicle

Continued Wildfire Mitigation:

- ◆ Worked with the California Conservation Corps
- ◆ Supported approximately 48 days of CCC work for defensible space with 20-25 members per day
- ◆ Collaborated with community services to clear approximately 1.2 miles of fire roads
- ◆ Developed a scope of work for wildfire mitigation plan for Crestmoor Canyon
- ◆ Secured consultant to develop Wildfire Mitigation Plan for Crestmoor Canyon
- ◆ Additional development of ESRI Story Map on Fire Department website to inform citizens of Crestmoor Canyon

Technology / Innovation Updates:

- ◆ Developed Santa Tracker application to support community services department
- ◆ Additional development for target hazards

Grants:

Funded:

- ◆ Awarded AFG Grant for SCBA Compressor
- ◆ Awarded SFCF Grant for Covid-19 test kits
- ◆ Awarded Carseat Grant from AAA

Community Preparedness:

- ◆ Staffed the City of San Bruno Emergency Operations Center beginning March 5th 2020
- ◆ Supported community COVID-19 Testing site at Sneath
- ◆ Supported community COVID-19 Testing site at Hunnington Avenue
- ◆ Supported employee COVID-19 Testing site
- ◆ Supported San Mateo County COVID-19 Mass Vaccination Site at San Mateo Event Center
- ◆ Supported San Mateo County COVID-19 Mass Vaccination Site at SFO
- ◆ Conducted 1 Online CERT class
- ◆ Continued Automated External Defibrillators (AED) safety program management for all city facilities and police patrol vehicles to enhance safety within the community
- ◆ Conducted community outreach public education Bike Helmets program
- ◆ Enhanced use of social media to inform, educate and communicate with city staff and members of the community utilizing media sites (SMC Alert, Next Door, Facebook, and City and CERT Websites)

Emergency Response:

- ◆ Responded out-of-county as part of San Mateo County Strike Teams

Fire Prevention:

- ◆ Completed state mandated inspections on 100% of required occupancies assure fire code compliance and building safety

FY2021-22 Accomplishments (Continued)

- ◆ Completed community outreach and education prior to July 4th holiday to minimize fireworks related incidents and injuries
- ◆ Evaluated technological improvements related to operational and administrative procedures
- ◆ Provided a proactive and cooperative approach to code enforcement to assure building and fire code compliance in commercial and residential occupancies

FY2022-23 Goals and Objectives

- ◆ Conduct Fire Camp in cooperation with community service.
- ◆ Continue to provide educational and training opportunities to all Fire Department employees to address succession planning and career development needs
- ◆ Continue to examine and implement safety initiatives and wellness program to minimize and prevent work related injuries
- ◆ Implement and evaluate department and county-wide policies and procedures to address firefighter wellness
- ◆ Hold an open house during fire prevention month to showcase the department's programs and provided safety and emergency preparedness information
- ◆ Review current Fire Code and adopt local amendments to increase fire safety and prevention activities within the community
- ◆ Continue to enhance the use of social media to inform, educate and communicate with members of the public about fire safety and emergency preparedness
- ◆ Continue a proactive and cooperative approach to code enforcement to assure building and fire code compliance in all commercial and residential occupancies
- ◆ Complete all mandated fire inspections to assure fire code compliance and building safety within the community
- ◆ Provide semi-annual CPR/AED training to city employees and offer quarterly training classes to the community
- ◆ Continue public safety and community outreach education programs including Bike Helmet, career education, car seat, smoke detector, fire safety and emergency preparedness
- ◆ Continue to develop a comprehensive Wildland Risk Assessment to provide sound direction for wildfire mitigation for San Bruno
- ◆ Provide mandated and specialized training to firefighters in conjunction with the Central San Mateo County Training Division
- ◆ Collaborate with the Police Department to train on new Mobile Command Vehicle
- ◆ Collaborate the Police Department to conduct site assessments and develop response plans for critical facilities
- ◆ Collaborate the Police Department to conduct site assessments and develop response plans for critical facilities
- ◆ Continue a thorough analysis of all apparatus, vehicle, equipment and facility replacement needs
- ◆ Collaborate with the San Bruno Police Department for UAS program

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City of San Bruno
Fire Department Revenue & Expenditures
Fiscal Year 2022-23
Department 001-2110

Revenues

Account	Revenue Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
4581	FIRE INSPECTION FEES	\$ 381,500	\$ 381,500	\$ -	
4582	FIRE PERMIT FEES	25,000	25,000	-	
4583	FIRE PLAN CHECK	250,000	250,000	-	
4584	FIRE CODE FEES	-	-	-	
4585	FIRE REIMBURSEMENTS	19,735	19,735	-	
4995	OTHER REVENUE	64,969	64,969	-	
4999	TRANSFERS IN	42,270	-	(42,270)	One-time transfer in from CIP to operations for standards of cover study
(A)	Total Revenues	\$ 783,474	\$ 741,204	\$ -	

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	Salaries	\$ 5,555,730	\$ 6,011,252	\$ 455,522	Add 25% of 5 Firefighters which were charged to ARPA in the previous fiscal year.
	Fringe Benefits	3,927,241	4,434,566	507,325	Health insurance and pension
	Total Salaries & Benefits	\$ 9,482,971	\$ 10,445,818	\$ 962,847	
6001	OFFICE SUPPLIES	3,000	3,000	-	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	-	750	750	
6101	GAS AND OIL	38,000	40,000	2,000	Increase fuel and transportation cost
6102	OPERATING SUPPLIES	103,091	82,500	(20,591)	
6112	POSTAGE	500	1,000	500	
6304	MAINTENANCE	45,000	71,150	26,150	Increase maintenance costs for major apparatus repairs and defibrillator/lucas maintenance
6309	RADIO MAINTENANCE	5,000	-	(5,000)	Relocate radio maintenance to communications (6450)
6401	PROFESSIONAL SERVICES	59,670	22,000	(37,670)	Remove FY22 one-time standards of cover study
6405	TRAINING/MEETINGS/CONFERENCES	50,000	220,250	170,250	Relocate joint training with Central County Fire from county service charges (7041)
6406	PROFESSIONAL DEVELOPMENT	4,500	4,500	-	
6419	OTHER SERVICES	69,570	45,000	(24,570)	
6450	COMMUNICATIONS	18,000	30,500	12,500	Relocate radio maintenance from radio maintenance (6309) and portable radios replacement from tools and equipment (6450)
6531	UTILITIES	47,559	47,559	-	
6601	RENTAL & LEASES	3,000	3,000	-	
6650	TOOLS & EQPT. -\$25K	46,662	34,000	(12,662)	Relocate portable radios replacement to communications (6450) and remove one-time budget for SCBA compressor FEMA match
6701	DUES & MEMBERSHIPS	1,550	1,300	(250)	
6702	PUBS & SUBSCRIPTIONS	3,000	3,000	-	
	Total Supplies & Materials	\$ 498,102	\$ 609,509	\$ 111,407	
7041	COUNTY SVCE.CHARGES	75,000	75,000	-	
7069	INTERGOVERNMENTAL-OTHER	170,500	-	(170,500)	Relocate joint training with Central County Fire to training/meeting/conferences (6405)
7901	INTERNAL SERVICE ALLOCATIONS	666,894	780,023	113,129	Internal service funds department support
7902	INTERDEPARTMENTAL CHARGES	696,030	778,091	82,061	General administrative departments support
	Total Other Charges	\$ 1,608,424	\$ 1,633,114	\$ 24,690	
9079	TRANSFERS TO EQUIP. RESERVE	-	-	-	
	Total Transfers	\$ -	\$ -	\$ -	
(B)	Total Expenditures	\$ 11,589,497	\$ 12,688,441	\$ 1,098,944	
(B) - (A)	General Fund Support	\$ 10,806,023	\$ 11,947,237	\$ 1,098,944	

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Public Works
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Public Works Department

Administration & Engineering

Streets Maintenance

Water (see Enterprise Funds)

Wastewater (see Enterprise Funds)

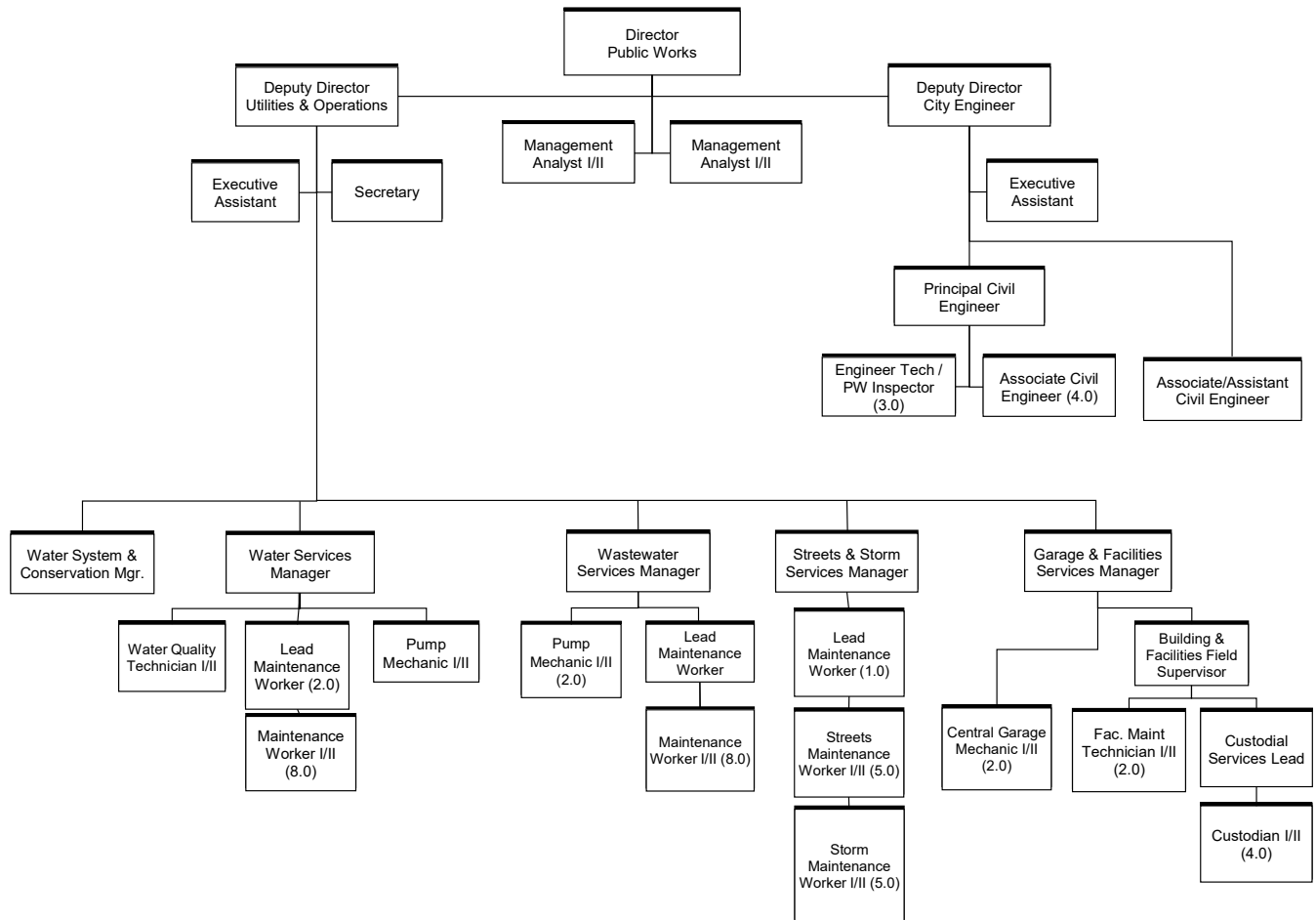
Stormwater (see Enterprise Funds)

Building & Facilities (see Internal Service Funds)

Central Garage (see Internal Service Funds)

Solid Waste (see Special Revenue Funds)

Public Works



Public Works Department

The City of San Bruno Public Works Department provides professional, strategic, and cost-effective maintenance and capital improvements to critical City infrastructure, including the delivery of potable water; traffic and transportation; streetlights; wastewater and stormwater collection systems; recycling and environmental sustainability; and City facilities and the City fleet.

Overview

The Department is made up of eight divisions that are responsible for managing administration & engineering activities, the City's streets maintenance, water, stormwater, wastewater, building & facilities, central garage, and solid waste operations.

- **Administration & Engineering**

Provides leadership and oversight for all departments programs and serves as the professional engineering resource for the City. The Division coordinates the work activities of each division in the Public Works Department and provides high-level strategic management. This includes preparation of operating and capital budgets, identifying potential outside funding sources for various activities, coordinating with other government agencies to provide critical services, tracking division performance, and reviewing and resolving personnel matters. Work performed includes managing and coordinating the City's Capital Improvement Program to ensure that current projects are delivered on time through contract execution and monitoring, providing technical and administrative support to the Transportation Safety and Parking Committee (TSPC) to engage and respond to urgent community needs, and performing review and approval of encroachment permit, building permit as relates to public right-of-way, and development applications to ensure compliance with City Standards and Specifications as well as the regulatory requirements and Subdivision Map Act.

- **Building & Facilities**

Provide routine custodial services, preventative maintenance, and capital improvements at 17 City facilities to ensure a clean, well maintained and accessible environment for use by the community and City employees. Ensure proper maintenance of all City facilities by City staff and contract services. Coordinate work with user departments throughout the City and collaborate to prioritize projects and allocate limited budgeted resources. Conduct facilities asset management analysis to balance repair and rehabilitation of facilities.

- **Central Garage**

Provides maintenance and safety inspection of police patrol vehicles, general use vehicles, safety-sensitive equipment and routine repair of various large equipment items (see Internal Services Funds for more detail).

- **Streets Maintenance**

Provides for maintenance and repair of City travel ways and related assets, providing safety for motorists, bicyclists, and pedestrians, as well as a clean appearance for residents and businesses. The division provides services including routine pavement

maintenance, pothole repairs and full depth spot repairs to prevent large-scale pavement deterioration, timely removal of trash in public right-of-ways, replacement of thermoplastic traffic legends and maintenance of curb painting and the City's streetlight infrastructure. The Streetlight Replacement Project replaced older outdated fixtures with LED which provide better illumination, lower energy costs and longer life with less maintenance. Other responsibilities of the division include collaborating with the Engineering Division and the Traffic Safety and Parking Committee to install new pavement markings, striping and signage.

- **Stormwater**

Provides assistance to residents with drainage and runoff issues, maintaining and repairing City owned storm drain infrastructure that includes mains, catch basins, grates, trash capture devices, and valley gutters and responding to illicit discharge into the storm drain system (see Enterprise Funds for more detail).

- **Wastewater**

Provides inspection, maintenance and operation of the City's wastewater infrastructure and provides around-the-clock customer service response to emergency calls related to sewer main and lateral sewer blockages and overflows (see Enterprise Funds for more detail).

- **Water**

Ensures the highest quality potable water service by quickly responding to water main/service leaks and resolving water quality questions and concerns in a timely manner (see Enterprise Funds for more detail).

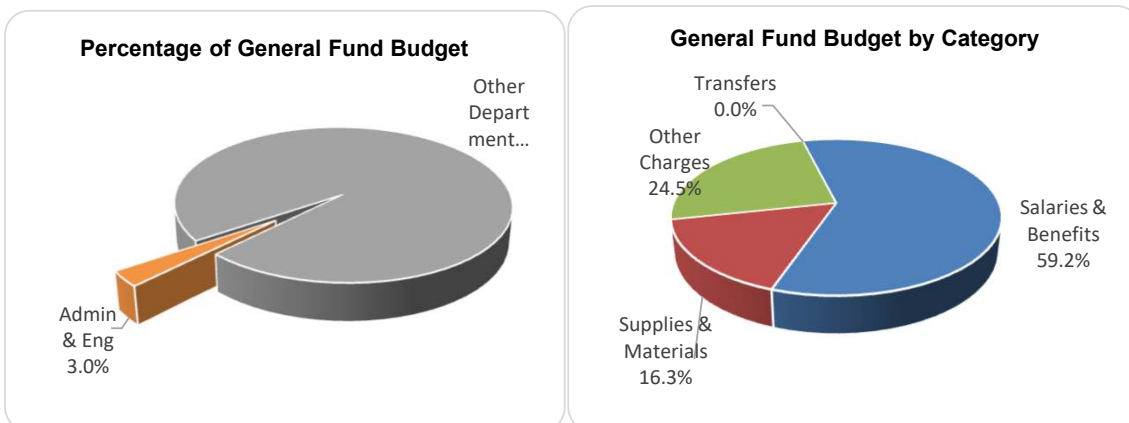
- **Solid Waste**

Maintains compliance with AB 939 and SB106, mandating that the City work to meet waste reduction goals and assisting with the implementation of resident and business engagement efforts such as Operation Clean Sweep, the Green Business program, and others (see Special Revenue Funds for more detail).

Administration & Engineering Budget Summary

Funding Summary	FY 2019-20 Actual	FY 2020-21 Actual	FY2021-22 Amended Budget	FY2022-23 Proposed Budget
General Fund Support	\$ 621,109	\$ 169,319	\$ 19,938	\$ 19,720
Department Revenues	412,082	667,194	188,000	331,000
Recovery from Other Funds:				
Stormwater Fund	23,401	29,169	126,446	125,065
Wastewater Fund	468,021	583,374	630,246	623,363
Water Fund	678,631	845,893	639,763	632,777
Total:	\$ 2,203,244	\$ 2,294,949	\$ 1,604,393	\$ 1,731,925

Budgeted Expenditures	FY 2019-20 Actual	FY 2020-21 Actual	FY2021-22 Amended Budget	FY2022-23 Proposed Budget
Salaries & Benefits	\$ 926,534	\$ 844,917	\$ 885,324	\$ 1,025,370
Supplies & Materials	\$ 157,760	294,032	383,308	282,300
Other Charges	\$ 1,118,951	1,156,000	382,667	424,255
Capital Outlays	\$ -	0	0	0
Transfers	\$ -	0	0	0
Total:	\$ 2,203,244	\$ 2,294,949	\$ 1,651,299	\$ 1,731,925



Performance and Workload Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY2021-22 Estimated	FY2022-23 Target
Number of CIP construction projects completed	14	12	5	15
Number of encroachment permits processed	388	350	300	350

Goals and Accomplishments

FY2021-22 Accomplishments

Complete Design/Study for the following:

- ♦ 2020-21 Slurry Seal Project
- ♦ Huntington Avenue/San Antonio Avenue Pedestrian/Bicycle Corridor Improvements Project
- ♦ Recreation and Aquatic Center
- ♦ Sidewalk Repair Project
- ♦ Spyglass Drive Storm Drain

FY2021-22 Accomplishments (Continued)

Completed Construction for the following:

- ♦ 2020-21 Sidewalk Repair Project
- ♦ Avenues 1-3 Sewer and Water Replacement Project
- ♦ Fire Station 52 Facility Improvements
- ♦ Huntington/San Antonio St Rehabilitation
- ♦ Library Generator Replacement
- ♦ Tom Lara Field Parking Lot

FY2022-23 Goals and Objectives

Complete Design/Study for the following:

- ♦ 2021-22 Street Reconstruction
- ♦ 2022-23 Street Rehabilitation
- ♦ Acappella Well Replacement Project
- ♦ Avenues 2-1 Sewer and Water Replacement Project
- ♦ Avenues 2-2 Sewer Replacement Project
- ♦ Avenues 2-3 Sewer Replacement Project
- ♦ Avenues 3-2 Sewer and Water Replacement Project
- ♦ Citywide Bicycle Route Installation Project
- ♦ Crestwood Drive Sewer Main Replacement Project
- ♦ Crestwood Pump Station and Force Main Replacement
- ♦ Cunningham Drive Tank Replacement
- ♦ Lake Drive Pump Station
- ♦ Local Road Safety Plan
- ♦ Oak and Crystal Springs Road Traffic Signal Project
- ♦ Princeton Pump Station Generator Replacement
- ♦ Safe Routes to School Plan
- ♦ Sneath Lane Pump Station
- ♦ Transit Corridor Pedestrian Connection Project Phase 4 (San Bruno and Green)
- ♦ Whitman Pump Station Generator Replacement

Complete Construction for the following:

- ♦ 2020-21 Slurry Seal Project
- ♦ Advanced (Commercial) Water Meter Installation Project
- ♦ Avenues 3-1 Sewer and Water Replacement Project
- ♦ CityNet Facility Improvements
- ♦ Downtown Newspaper Rack Enclosures Replacement
- ♦ Downtown Parking Meters
- ♦ Huntington Avenue/San Antonio Avenue Pedestrian/Bicycle Corridor Improvements Project
- ♦ Library Facility Improvements
- ♦ Oak Avenue and Crystal Springs Road Intersection Improvements
- ♦ Oakmont Drive (St. Cloud) Regulating Station
- ♦ San Bruno Avenue/Cherry Avenue Intersection Modification Project
- ♦ Senior Center Parking Lot Improvements
- ♦ Senior Center Facility Improvements
- ♦ Senior Center Trash Enclosure
- ♦ Spyglass Drive Storm Drain Improvements Project
- ♦ Streetlight Pole Replacement
- ♦ Transit Corridor Pedestrian Connection Project Phase 4 (San Bruno and Green)

City of San Bruno

Department of Public Works - PW Admin Revenue & Expenditure

Fiscal Year FY2022-23

Department 001-3010

Revenues

Account	Revenue Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
4271	GRADING PERMIT	\$ 500	\$ 500	\$ -	
4273	TRANSPORTATION PERMIT	\$ 500	\$ 500	\$ -	
4279	STREET ENCROACH.PERM	\$ 180,000	\$ 200,000	\$ 20,000	
4531	Engineer Plan Check	\$ -	\$ 65,000	\$ 65,000	New Fee for Building Permit Plan Check Review
4533	SALE - PLANS/SPECS	\$ -	\$ -	\$ -	
4995	OTHER REVENUE	\$ 7,000	\$ 65,000	\$ 58,000	Developer Reimbursement
Total Revenues		\$ 188,000	\$ 331,000	\$ 143,000	

Internal Allocations

General Fund	\$	19,938	\$	19,720	\$	(218)	cost allocation plan
Stormwater Fund	\$	126,446	\$	125,065	\$	(1,381)	cost allocation plan
Wastewater Fund	\$	630,246	\$	623,363	\$	(6,883)	cost allocation plan
Water Fund	\$	639,763	\$	632,777	\$	(6,986)	cost allocation plan
Internal Allocations	\$	1,416,393	\$	1,400,925	\$	(15,468)	

(A)	Total Revenues	\$ 1,604,393	\$ 1,731,925	\$ 127,532	
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Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	General Fund (001)	\$ Change in Budget - FY22 vs FY23	Notable Changes
	SALARIES	\$ 894,050	\$ 924,744	\$ 30,694	Moved 25% 1FTE Associate/Assistant Engineer to GF / 75% ARPA
	ALLOCATION TO PROJECTS	(508,620)	(508,620)	-	
	FRINGE BENEFITS	\$ 499,894	\$ 609,246	\$ 109,352	Increased Fringed Benefits
Total Salaries & Benefits		\$ 885,324	\$ 1,025,370	\$ 140,046	
6001	OFFICE SUPPLIES	\$ 4,000	\$ 2,500	\$ (1,500)	
6002	PRODUCTS/SUPPLIES	\$ -	\$ 2,000	\$ 2,000	
6101	GAS AND OIL	\$ 3,500	\$ 5,000	\$ 1,500	
6102	OPERATING SUPPLIES	\$ 3,000	\$ 7,000	\$ 4,000	
6112	POSTAGE	\$ 6,000	\$ 6,000	-	
6304	MAINTENANCE	\$ 1,100	\$ 1,100	-	
6401	PROFESSIONAL SERVICES	\$ 221,830	\$ 170,000	\$ (51,830)	PO Carryovers removed/completed
6403	PERSONNEL SERVICES	\$ 106,178	\$ 50,000	\$ (56,178)	PO Carryovers removed/completed
6405	S	\$ 4,000	\$ 7,000	\$ 3,000	
6406	PROFESSIONAL DEVELOPMENT	\$ 14,000	\$ 11,000	\$ (3,000)	
6419	OTHER SERVICES	\$ -	\$ -	-	
6450	COMMUNICATIONS	\$ 12,000	\$ 13,000	\$ 1,000	
6601	RENTAL & LEASES	\$ 5,000	\$ 5,000	-	
6701	DUES & MEMBERSHIPS	\$ 2,700	\$ 2,700	-	
6702	PUBS & SUBSCRIPTIONS	\$ -	\$ -	-	
Total Supplies & Materials		\$ 383,308	\$ 282,300	\$ (101,008)	
7069	INTERGOVERNMENTAL-OTHER	\$ 195,000	\$ 215,000	\$ 20,000	C/CAG assessment fee
7901	INTERNAL SERVICE ALLOCATIONS	\$ 187,667	\$ 209,255	\$ 21,588	Increased Internal service department allocation
7902	INTERDEPARTMENTAL CHARGES	\$ -	\$ -	-	
Total Other Charges		\$ 382,667	\$ 424,255	\$ 41,588	
8020	CONSTRUCTION IN PROGRESS	\$ -	\$ -	\$ -	
Total Capital Outlays		\$ -	\$ -	\$ -	
9079	TRANSFERS TO RESERVES	\$ -	\$ -	\$ -	
Total Transfers		\$ -	\$ -	\$ -	
(B)	Total Expenditures	\$ 1,651,299	\$ 1,731,925	\$ 80,626	

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Public Works Department Streets Maintenance Division

The City of San Bruno Public Works – Streets Maintenance Division is committed to providing rapid, professional, and cost-effective street and right-of-way maintenance services to the community. Our interaction with the San Bruno community will be courteous, productive, and beneficial.

Overview

The Streets Maintenance Division is responsible for the maintenance and repair of City travel ways and related assets, providing safety for motorists, bicyclists, and pedestrians, as well as a clean appearance for residents and businesses. This is accomplished through implementation of a number of programs as outlined in the following levels of service:

- **Discretionary Customer Service Activities**

Maintain aesthetics of City right-of-ways with an emphasis on downtown San Mateo Avenue. Periodically clean Susan Drive at the Evergreen Apartments and the Crestmoor Drive overpass. Collect abandoned large debris items (including shopping carts and appliances) on City property and roadways. Participate in annual community involved programs such as Operation Clean Sweep and the Posy Parade.

- **Responding to Urgent Community Needs**

Collaborate with the Engineering Division and the Traffic Safety and Parking Committee to install new pavement markings, striping, and signage. Maintain existing pavement markings and signage. Provide timely graffiti, trash, and vandalism abatement in public right-of-ways, and collaborate with Community Development to eliminate trash and debris on private property.

- **Routine Repair and Maintenance**

Perform routine pavement maintenance including pothole repairs and full depth spot repairs to prevent large-scale pavement deterioration. Refresh painted red zones, loading zones and accessible parking areas. Refresh painted and thermoplastic traffic legends, stop bars, and crosswalks. Maintain regulatory, warning, and guide signs. Maintain electronic speed monitoring devices and illuminated crosswalks.

- **Regulatory Compliance**

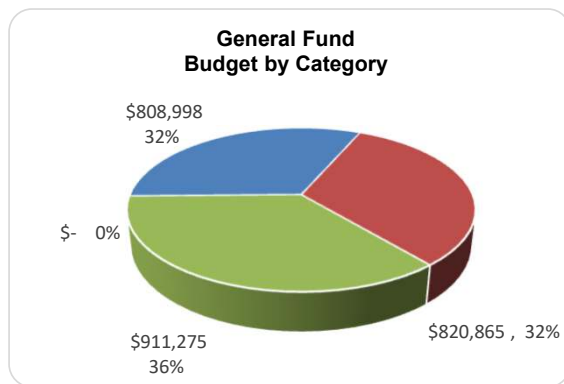
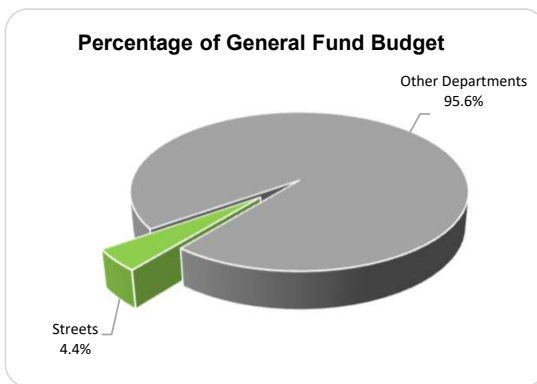
Respond to and repair roadway defects such as potholes, sinkholes, and separations that hinder safe vehicle travel. Proactively and reactively remove tripping hazards from sidewalks by replacing damaged areas of sidewalk or utilizing grinding methods. Replace damaged and/or weathered metal beam guardrail. Supervise contractors who provide emergency response and preventative maintenance for City owned streetlights and traffic signals. Provide above ground identification of City utilities prior to excavations. With the assistance of the Fire Department and San Mateo County Hazmat, remove abandoned hazardous materials from the City right-of-way. Maintain and facilitate disposal of Public Works Corporation Yard generated hazardous waste.

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Streets Maintenance Budget Summary

Funding Summary	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FFY2022-23 Proposed Budget
General Fund Support	\$ 1,146,082	\$ 551,943	\$ 1,331,640	\$ 1,595,338
Grant Revenues:				
C/CAG Vehicle Registration Fee	88,831	92,956	81,500	75,000
Caltrans Highway Grant	17,474	17,900	18,700	18,700
Gas Tax	750,000	1,079,325	850,000	850,000
Other Revenue	3,930	1,199	2,100	2,100
Total:	\$ 2,006,317	\$ 1,743,323	\$ 2,283,940	\$ 2,541,138

Budgeted Expenditures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FFY2022-23 Proposed Budget
Salaries & Benefits	\$ 768,729	\$ 638,402	\$ 715,267	\$ 808,998
Supplies & Materials	\$ 685,579	488,073	821,145	820,865
Internal Charges	\$ 552,008	616,849	747,528	911,275
Transfers	\$ -	0	0	0
Total:	\$ 2,006,317	\$ 1,743,323	\$ 2,283,940	\$ 2,541,138



Performance and Workload Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Estimated	FFY2022-23 Target
Average Citywide Pavement Condition Rating (0-100)	60	64	62	62
Number of pothole repairs completed	2,000	2,500	1,694	2,500
Amount of asphalt used for non-Capital road repair (square feet)	2,000	2,000	0	2,000
Amount of red curb painting (lineal feet)	4,000	4,000	363	4,000
Amount of thermoplastic street markings installed (square feet)	2,000	2,000	2,686	2,000
Number of street light poles replaced	50	10	36	30

Goals and Accomplishments

FY2021-22 Accomplishments

- Managed the sign replacement program to replace, upgrade, and bring traffic signs into compliance with federal and state retro-reflectivity and condition standards, including 236 Regulatory signs, 61 Warning signs, and 59 other signs (School signs) and 83 sign pole replacements
- Replaced 5 streetlight poles due to auto accidents, knock downs and older damaged poles
- Coordinated with contractor to maintain the 17 intersection (traffic control devices), rapid flashing devices along with the radar signs

FY2021-22 Accomplishments (Continued)

- ♦ Completed 3 Guardrail repair project for a total of 79'
- ♦ Coordinated and assisted with Management of the replacement of 22 street light poles and foundations on San Bruno Avenue, San Mateo Avenue, and 9 street light poles and foundations in the Mills Park neighborhood
- ♦ Completed design and ordered Pothole Patching truck, awaiting chassis and unit to be built.
- ♦ Replaced 54 signs, straightened 52 bent poles, straighten 32 signs, replaced 36 damaged poles, and removed graffiti from 40 signs
- ♦ Coordinated with contractor to repair 45 street light outages, and the repair of the Regulated Output (RO) which effected 94 street lights.
- ♦ Completed removal of graffiti on sidewalks, street light poles, traffic controller boxes and miscellaneous items within City right-of-way
- ♦ Completed 8 traffic work orders consisting of thermoplastic installation, signage repair and installation, and red curb painting
- ♦ Assisted with Recology Fall and Spring Cleanup event
- ♦ Removed and Replaced trash receptacles on San Mateo Ave. downtown area and throughout various location throughout the City.

FY2022-23 Goals and Objectives

- ♦ Manage the sign replacement program to replace and upgrade all other regulatory signs, warning signs and street name signs. This project is estimated to be completed over the next 3 years, and follows the recommendations of a sign audit in order to bring the City's regulatory traffic signs into compliance with federal and state retro-reflectivity and condition standards.
- ♦ Replace approximately 30 streetlight poles identified in poor condition to maintain uninterrupted service
- ♦ Assess 10-Year Plan for design and replacement of aging regulated output (RO) high voltage street light circuits
- ♦ Receive and implement the new Asphalt Hot Mix truck to improve pothole and asphalt repairs

City of San Bruno

Department of Public Works - Streets Revenue & Expenditure

Fiscal Year FY2021-22

Department 001-4110

Revenues

Account	Revenue Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
4545	STREET MAINT. COSTS REIMBURSEMENTS	\$ 18,700	\$ 18,700	\$ -	
4993	REIMBURSEMENTS	81,500	75,000	(6,500)	Decreased Measure M / CCAG
4995	OTHER REVENUE	2,100	2,100	-	
4999	NON-OPERATING TRANSFERS	850,000	850,000	-	
(A)	Total Revenues	\$ 952,300	\$ 945,800	\$ (6,500)	

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	SALARIES	\$ 429,904	\$ 457,923	\$ 28,019	Moved 25% of 2 FTE Maintenance Workers to GF / 75% ARPA
	FRINGE BENEFITS	285,363	351,075	65,712	Increased Fringed Benefits
	Total Salaries & Benefits	\$ 715,267	\$ 808,998	\$ 93,731	
6001	OFFICE SUPPLIES	\$ 500	\$ 250	\$ (250)	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	\$ -	\$ 250	\$ 250	
6101	GAS AND OIL	27,000	27,000	-	
6102	OPERATING SUPPLIES	78,000	78,000	-	
6203	STREET LIGHT AND TRAFFIC SIGNALS	365,500	365,500	-	
6401	PROFESSIONAL SERVICES	-	-	-	
6403	PERSONNEL SERVICES	101,780	100,000	(1,780)	
6405	TRAINING/MEETINGS/CONFERENCES	6,000	7,500	1,500	
6406	PROFESSIONAL DEVELOPMENT	250	250	-	
6409	SPECIAL PROJECTS	-	-	-	
6411	CONTRACTUAL SERVICES	55,000	55,000	-	
6419	OTHER SERVICES	10,000	10,000	-	
6450	COMMUNICATIONS	3,000	3,000	-	
6531	UTILITIES	168,815	168,815	-	
6601	RENTAL & LEASES	2,000	2,000	-	
6701	DUES & MEMBERSHIPS	3,300	3,300	-	
6702	PUBS & SUBSCRIPTIONS	-	-	-	
	Total Supplies & Materials	\$ 821,145	\$ 820,865	\$ (280)	
7901	INTERNAL SERVICE ALLOCATIONS	\$ 448,577	\$ 592,050	\$ 143,473	Increased Department Internal service allocations
7902	INTERDEPARTMENTAL CHARGES	298,951	319,225	20,274	Cost Allocation Plan
	Total Other Charges	\$ 747,528	\$ 911,275	\$ 163,747	
9079	TRANSFERS TO RESERVES	\$ -	\$ -	\$ -	
	Total Transfers	\$ -	\$ -	\$ -	
(B)	Total Expenditures	\$ 2,283,940	\$ 2,541,138	\$ 257,198	

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Community and Economic Development
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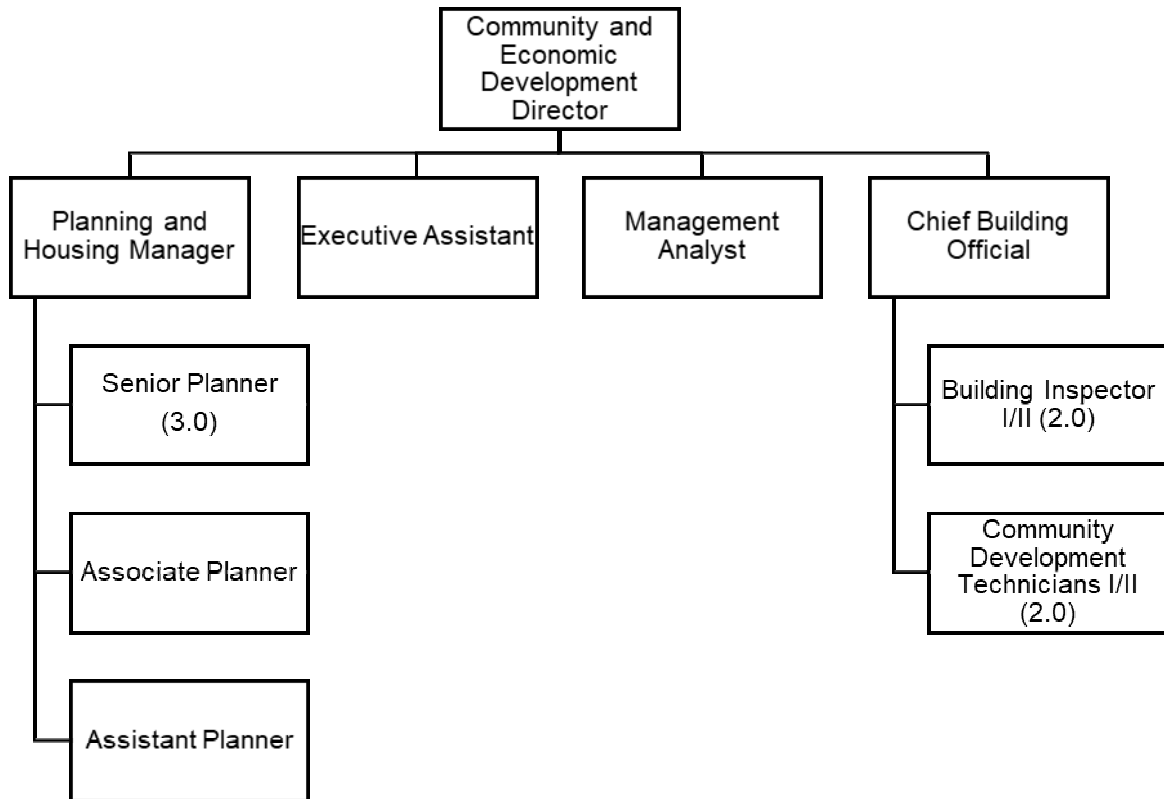
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Community and Economic Development Department

Planning Division

Building Division

Community and Economic Development



Community and Economic Development

The City of San Bruno Community and Economic Development Department provides efficient and proactive customer service to enhance the safety and quality of life for all citizens and acts as a catalyst for innovative economic development and land use policy development.

Overview

The Department is comprised of two divisions that are responsible for economic development, long-range and current planning activities, environmental review, and building plan checks and inspections.

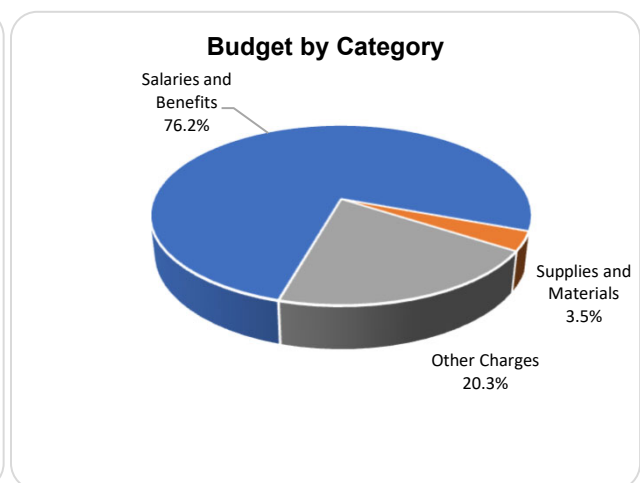
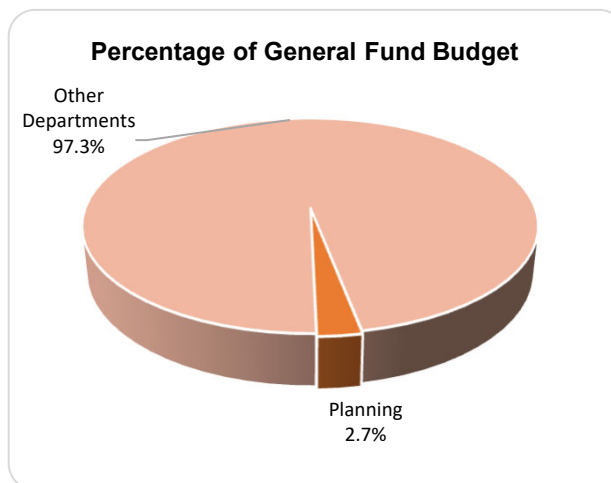
- **Planning Division** – Provides long-range planning services to the community, including assisting to prepare and maintain key policy and regulatory code documents (e.g., General Plan; Transit Corridors Specific Plan; and Zoning Code) as well as other planning services to address local and regional land use and housing needs. Reviews and processes private development applications for compliance with applicable adopted policies and codes, includes CEQA environmental review, building permit plan check reviews, and inspection. The Planning Division manages housing programs including the City's affordable housing program and in-lieu fee. With the adoption of the General Plan update and the Transit Corridors Plan, the Division has become increasingly involved in the implementation of economic development programs with the City Manager's Office. The Division's work routinely involves active public engagement by means of workshops and other community interactions.
- **Building Division** - Reviews building permit applications; issues building and related permits; and inspects buildings and properties to ensure compliance with applicable building, mechanical, energy, disabled accessibility, plumbing, electrical and housing codes adopted by the City and State to ensure a safe and habitable building environment.

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Planning Division Budget Summary

Funding Summary	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 22-23 Budget
General Fund	\$ 1,208,504	\$ 1,133,573	\$ 1,070,299	\$ 1,248,342
Department Revenues	197,372	124,955	192,427	253,498
Special Revenue Fund Revenues:				
BMR Housing in-Lieu ¹	39,850	42,350	42,350	42,350
Document Imaging ²	5,789	12,000	12,000	12,000
Technology Fee			7,400	7,400
General Plan Maintenance ²	74,199	27,216	12,000	24,000
Total:	\$ 1,525,714	\$ 1,340,094	\$ 1,336,476	\$ 1,587,590

Budgeted Expenditures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 22-23 Budget
Salaries and Benefits	\$ 987,387	\$ 805,209	\$ 770,291	\$ 1,144,546
Supplies and Materials	92,396	181,505	220,621	51,894
Other Charges	326,093	271,814	271,814	305,400
General Fund Sub-Total:	\$ 1,405,876	\$ 1,258,528	\$ 1,262,726	\$ 1,501,840
Special Revenue Fund Expenditures ^{1,2}	\$ 119,838	\$ 81,566	\$ 73,750	\$ 85,750
Total:	\$ 1,525,714	\$ 1,340,094	\$ 1,336,476	\$ 1,587,590



Performance and Workload Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Target
Number of residential permits processed	26	13	19	20
Number of commercial permits processed	23	17	15	20
Number of sign permits processed	20	7	12	15
City initiated planning documents or projects	1	2	7	9

Note 1: BMR Housing in-Lieu information can be found in Special Revenue Funds section page xx

Note 2: Document Imaging and General Plan Maintenance information can be found in Special Revenue Funds section page xx

Goals and Accomplishments

FY2021-22 Accomplishments

- ◆ Completed construction of two major development projects: 1250 Grundy Lane and Skyline Ridge 40 single-family residential development project.
- ◆ Completed planning plan check reviews of building permits for major projects such as 1400 and 1450 Bayhill, YouTube Phase 1 mass and excavation, in addition to many single-family residential additions, accessory dwelling units and downtown commercial tenant-improvement projects.
- ◆ Assisted the property owner at the 111 San Bruno site to revise the previous entitled project and to resubmit for a new design.
- ◆ Reviewed and processed the City's first SB35 housing project at 732-740 El Camino Real that proposes to construct 136 units
- ◆ Facilitated and coordinated with future car dealership owners for both the permanent site at the Crossing and the interim site at Tanforan mall. Assisted the City Attorney in amending the existing CC&R to clarify that auto sales can be an allowed use.
- ◆ Reviewed a proposed SB330 housing development project at 840 San Bruno Avenue that proposes to construct a total of 445 affordable units.
- ◆ Reviewed and processed the new 42-unit condo project at 170 San Bruno.
- ◆ Reviewed and processed two large new single-family residential subdivision at the former Engvall School and Crestmoor High School sites. The Engvall School Redevelopment project proposes to construct a total of 118 single-family units and the Crestmoor High School Redevelopment project proposes a total of 156 single-family units.
- ◆ Other development projects reviewed and approved including a 24 unit multi-residential project at 271 El Camino Real; a 29 unit single-family residential development at Glenview Terrace Drive and a 3-unit multifamily complex at 820 El Camino Real.
- ◆ Assisted in completing the necessary environmental clearance and mitigation for the new San Bruno Recreation and Aquatic Center.
- ◆ Engaged collaboratively with major property and business owners and the Chamber of Commerce, through the end of 2021, to develop opportunities to serve the business community and maintain a positive business climate in the City.
- ◆ Continued to work with the current and future owners of the Shops at Tanforan to develop the redevelopment and the overall Master Plan to align future uses with City Council's Reimagining Tanforan vision.
- ◆ Continued to coordinate with Amazon in reconstructing the former Skypark site into future warehouse and fulfillment center.
- ◆ Provided technical support to the Finance Department for the annual CPI increase of the City's Development Impact Fee Ordinance, Parking in-lieu fee, Affordable Housing Commercial Linkage fee and the City's Master Fee Schedule update.
- ◆ Coordinated with Finance Department to propose new planning application fees, such as Expanded Categorical Exemptions and Newspaper Rack Permit fees
- ◆ Participated in the 21-Elements Community and Development Directors Roundtable meeting and collaborated with their Countywide Planning group to discuss State law updates, Housing Element Update, recent development projects processes and other emerging issues.
- ◆ Completed and adopted the Bayhill Specific Plan and certified the associated EIR that will provide a cohesive, long-term, community driven vision for this key commercial district that is home to the largest office park in San Bruno, including the headquarters of YouTube and Walmart.com. Completed application review and City Council approved YouTube Phase I project in the Bayhill Business Park consisting of two office buildings consisting of 440,000 square feet.

- ♦ Made progress in completing the Zoning Code Update to provide clear development standards consistent with the long-range plans including the General Plan and Transit Corridors Plan, and to ensure consistency with State Housing Law updates.
- ♦ Prepared the Housing Element update working draft, including presenting a study session to the Planning Commission and City Council in January and a public draft in May.
- ♦ Initiated preparation of the City's Cannabis Ordinance through coordination with City Manager and City Attorney's office, including presenting a study session to the City Council in February.
- ♦ Initiated the Bayhill Area Development Impact Fee (DIF) ordinance review.
- ♦ Expanded the public notice mailing notification policy per City Council's direction from 600-ft to 1000-ft for selected large development projects.
- ♦ Enhanced the City's construction screening and staging guidelines and eliminated the need to obtain a Temporary Use Permit for any offsite construction staging area.
- ♦ Began preparing the draft Climate Action Plan after receiving feedback from City Council to partner with the Skyline College Fellowship Program.
- ♦ Began Safety Element update work with other San Mateo County jurisdictions.
- ♦ Continued to work with Victory Honda Dealership regarding Memory Lane relocation effort.

FY2022-23 Goals and Objectives

- ♦ Complete planning application entitlement process for key major projects that provide for additional housing, jobs, retail growth and improve the overall quality of the community including Engvall and Crestmoor School sites, SB35 and SB330 housing sites on El Camino Real and San Bruno Avenue, the revised 111 San Bruno site, 170 San Bruno Avenue, the Tanforan Redevelopment site, YouTube Phase 1 and 1450 Bayhill projects, Amazon Fulfillment Center and others.
- ♦ Begin preliminary studies for the City's next General Plan Update.
- ♦ Develop and implement a more robust economic development program and continue to work with major property and business owners and the Chamber of Commerce to develop opportunities to serve the business community and maintain a positive business climate in the City.
- ♦ Continue implementation of the General Plan and Transit Corridors Plan to facilitate development projects to support revitalization of the Downtown and commercial corridors and provide positive fiscal benefits to the City.
- ♦ Continue to work with the owners of The Shops at Tanforan to develop a Master Plan for redevelopment and upgrades of the regional mall and to assure the long-term success of this important community asset.
- ♦ Increase San Bruno's affordable housing supply by developing and implementing the City's affordable housing program to utilize the City's affordable housing impact fee fund.
- ♦ Complete and implement the results from the formal user fee study of planning applications and building permit review activities to update the master fee schedule.
- ♦ Complete the Housing Element Update to be certified by HCD before January of 2023.
- ♦ Initiate working draft of the City's Climate Action Plan through assistance of City's Sustainability Coordinator and Fellowship programs
- ♦ Continue work with other jurisdictions in San Mateo County in a collaborated effort to complete City's Safety Element update.
- ♦ Adopt City's cannabis regulations with new provisions that may allow for certain retail cannabis sales operations in selected zoning districts or through use of a zoning overlay zone, and to provide for cannabis delivery services.
- ♦ Continue coordination and application processing for two auto dealerships at the Crossings.
- ♦ Begin next zoning ordinance update to eliminate the need to obtain a conditional use permit for single-family residential design projects.
- ♦ Complete annual zoning ordinance text and map cleanup.
- ♦ Complete Bayhill Area Development Impact Fee (DIF) ordinance adoption.

- ♦ Continue to coordinate with other vital city departments (Public Works, Community Services, Finance, CityNet, etc.) for smooth project review process.
- ♦ Aim for 100% digital submittal and application process through the implementation of a new software platform My Government Online (MGO).
- ♦ Continue to engage with owners of the San Bruno Towne Center regarding a future Planned Development permit amendment and other potential uses.

City of San Bruno
Department of Community & Economic Development - Planning Revenue & Expenditure
Fiscal Year FY2022-23
Department 3310

Revenues

Account	Revenue Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
4439	STATE GRANTS	\$ 85,427	\$ 122,498	\$ 37,071	LEAP- \$67,187.50 reimbursement requested FY 21-22 and will be received FY 22-23. Additional \$12,812.50 LEAP reimbursement request will be submitted and received in FY22-23 SB2- \$85,427.35 reimbursement Requested FY 21-22 and will be received FY 21-23 REAP- \$42,498 awarded towards Housing Element. Request will be submitted and received in FY 22-23
4511	FIXED PLANNING APPLICATION FEE	42,000	51,000	\$ 9,000	Increase based on new user fees
4512	ARCHITECTURAL REVIEW	-	-	\$ -	
4519	PLANNING COST REIMBURSE	65,000	80,000	\$ 15,000	Staff Time Cost Recovery will be directly charged to the new developer project contributions fund
(A)	Total Revenues	\$ 192,427	\$ 253,498	\$ 61,071	

Expenditures

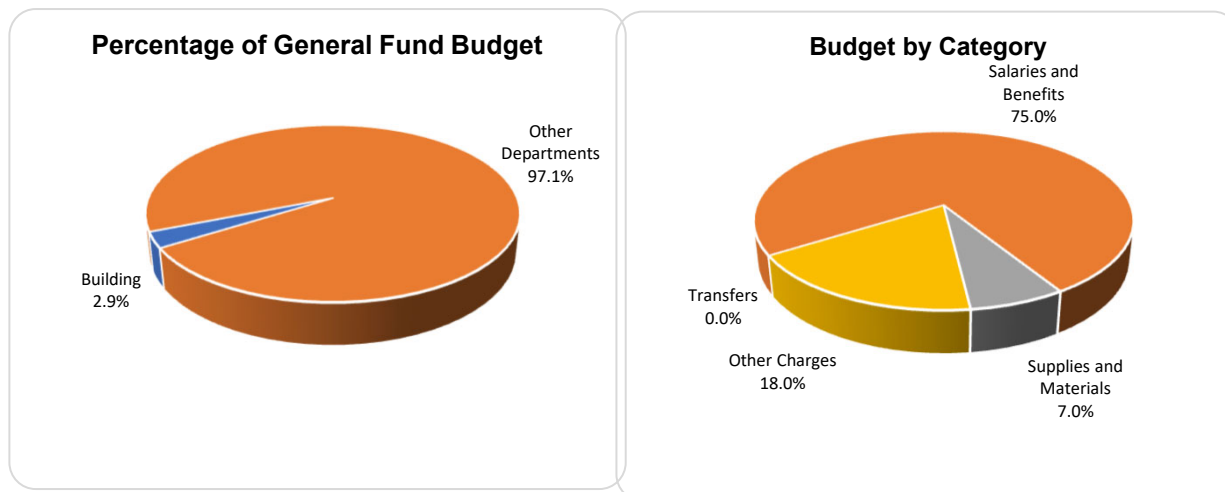
Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	Salaries	\$ 370,645	\$ 608,364	\$ 237,719	FY 22 amended Salary shown to be lower due to 2 vacant Sr. Planner position. 1 Sr. Planner filled in April 2022 and 1 Sr. Planner to be backfilled in FY23.
	Fringe Benefits	\$ 399,645	\$ 536,182	\$ 136,537	Staff Time Cost Recovery will be directly charged to the new developer project contributions fund FY 22 amended Fringe Benefits shown to be lower due to 2 vacant Sr. Planner positions. FY 23 Proposed budget based on positions expected to be filled
	Total Salaries & Benefits	\$ 770,291	\$ 1,144,546	\$ 374,255	
6001	OFFICE SUPPLIES	2,230	2,150	(80)	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	150	850	700	
6102	OPERATING SUPPLIES	121	-	(121)	
6112	POSTAGE	1,000	6,000	5,000	Allocation of postage required by department operations for outside correspondence including regular, certified, return receipt and express/overnight mail. Postage costs will increase as the City initiates the Zoning Code update and other City projects with required public notification requirements
6141	PRINTING, COPYING & BINDING	1,862	2,000	138	
6401	PROFESSIONAL SERVICES	193,767	-	(193,767)	Budget enhancement for City-initiated projects requested and pending approval
6402	LEGAL EXPENSES	-	-	-	
6403	PERSONNEL SERVICES	-	-	-	
6405	TRAINING/MEETINGS/CONFERENCES	7,200	17,000	9,800	Increased due to additional educational training and AICP Certificate Maintenance training for staff related to planning topics and laws, CEQA, and subdivision map law. Mandatory safety training for staff
6406	PROFESSIONAL DEVELOPMENT	1,770	4,500	2,730	
6409	SPECIAL PROJECTS	99	-	(99)	
6450	COMMUNICATIONS	2,200	3,000	800	
6501	PUBLIC NOTICES	5,100	8,000	2,900	Increase in newspaper and mail required- legal notices for Planning Commission hearings
6601	RENTAL & LEASES	3,600	4,464	864	
6701	DUES & MEMBERSHIPS	1,222	3,930	2,708	
6702	PUBS & SUBSCRIPTIONS	300	-	(300)	
	Total Supplies & Materials	\$ 220,621	\$ 51,894	\$ (168,727)	
7901	INTERNAL SERVICE ALLOCATIONS	104,048	118,172	14,124	Internal service department support
7902	INTERDEPARTMENTAL CHARGES	167,766	187,228	19,462	Cost allocation plan
	Total Other Charges	\$ 271,814	\$ 305,400	\$ 33,586	
(B)	Total Expenditures	\$ 1,262,726	\$ 1,501,840	\$ 239,114	
(B) - (A)	General Fund Support	\$ 1,070,299	\$ 1,248,342	\$ 178,043	

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Building Division Budget Summary

Funding Summary	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 22-23 Budget
General Fund	\$ 785,576	(383,262)	\$ (991,188)	\$ (1,181,842)
Department Revenues	1,398,473	2,200,576	2,517,474	2,772,525
ARPA Fund Support			150,000	-
Total:	\$ 2,184,050	\$ 1,817,315	\$ 1,526,286	\$ 1,590,683

Budgeted Expenditures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 22-23 Budget
Salaries and Benefits	\$ 1,365,542	\$ 867,986	\$ 960,592	\$ 1,192,569
Supplies and Materials	218,943	326,136	293,227	111,432
Other Charges	599,564	623,193	272,467	286,682
Transfers	-			
Total:	\$ 2,184,050	\$ 1,817,315	\$ 1,526,286	\$ 1,590,683



Performance and Workload Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Target
Number of residential building permits issued	1,069	1,135	995	1,025
Number of commercial building permits issued	152	115	96	120
Number of building inspections performed	8,028	8,620	11,066	10,050

Goals and Accomplishments

FY2021-22 Accomplishments

- ◆ Presented a sustainability study session to City Council that includes ordinance adoption regarding Reach Codes, Floodplain Management update, and Construction & Demolition ordinance. The study session also included updates on the anticipated Building and Fire code updates.
- ◆ Provided inspection services for the construction of the Skyline Ridge Multi-Family faculty residential development project, Amazon Fulfillment Center, 1450 Bayhill, YouTube Phase I mass and excavation work, 1250 Grundy and the San Bruno Recreation and Aquatic Center.
- ◆ Implemented a cloud-based invoicing system through Authorize.net to allow acceptance of online payment.
- ◆ Implemented digital building permit submittal process through Box.com.
- ◆ Implemented new Master Fee Schedule as adopted by City Council.
- ◆ Completed building permit submittal reviews for major development projects including 1450 Bayhill, YouTube Phase I, Amazon Fulfillment Center, 111 San Bruno Avenue, and 500 Sylvan projects.
- ◆ Contracted with My Government Online (MGO) for a new permitting software platform to replace the existing outdated TrakIT system.
- ◆ Drafted and implemented transparency within the Building Permit Refund policy.
- ◆ Implemented Notice of Violation Issuance policy.
- ◆ Implemented expired building permit policy.
- ◆ Coordinated with Public Works to clarify public works building permit approval notification process.
- ◆ Updated building permit submittal checklist
- ◆ Coordinated with Finance to review City's business licenses through HdL's new online process.
- ◆ Coordinated with Code Enforcement on a variety of code compliance issues. Participated in bi-weekly and monthly meetings with Planning, Public Works and City Attorney on a collaborated approach for these code enforcement cases.
- ◆ Implemented the owner verification / authorization policy.
- ◆ Updated permit application to fit the needs of digital permit processing.
- ◆ Created new Solar and EV charging expedited plan review checklist.
- ◆ Create new policies and procedures for Code Compliance related construction activities that Code Enforcement does not handle.
- ◆ Implementation of paperless processes to reduce need for storage of paper and have information digitally.

FY2022-23 Goals and Objectives

- ◆ Fully implement a new permitting system that will enable online permitting to improve reporting capabilities and customer service
- ◆ Adopt and implement Reach Codes to reduce greenhouse gas emissions (GHGs), including measuring by tracking the number of new buildings constructed.
- ◆ Adopt 2022 California Building Codes with amendments.
- ◆ Upgrade division technology equipment for plan review and inspections.
- ◆ Adopt an amended Floodplain Management Ordinance in compliance with FEMA regulations.

- ♦ Completed planning application reviews and building permit submittal reviews for major development projects including: Temporary location for Hyundai Dealership, YouTube Phase I and II, 732-740 El Camino Real, Amazon Fulfillment Center, 170 San Bruno Avenue, 2101 Sneath Lane Subdivision (Engvall), Glenview Terrace, 300 Piedmont Avenue (Crestmoor High School site), and 300 El Camino Real.
- ♦ Continue inspections on large projects including YouTube Phase I and II and San Bruno Recreation Center.
- ♦ Create new policies and procedures to assist property owners and small business owners through the permitting and inspection processes.
- ♦ Create policies and procedures for code compliance cases related to construction without permits.
- ♦ Work on diversifying plan review services.
- ♦ Continue to provide plancheck and inspection services for City's major key development projects such as Amazon, YouTube, Tanforan, auto dealerships and major residential subdivision projects.
- ♦ Continue to coordinate with Code Enforcement and City Attorney's office to address City's non-compliance cases on a collaborative approach.
- ♦ Adopt an amended Construction & Demolition Debris Ordinance and develop RFP to procure an automated tool to implement waste tracking.

City of San Bruno
Department of Community & Economic Development - Building Revenue & Expenditure
Fiscal Year FY2022-23
Department 3320

Revenues

Account	Revenue Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
4261	BLDG.PERMITS-VALUE	\$ 1,885,000	\$ 1,930,000	\$ 45,000	Increased permit activity based on development pipeline. Certain large building permit projects expected to move from FY 22 into FY 23
4262	PLUMBING PERMITS	155,000	160,000	\$ 5,000	
4263	MECHANICAL PERMITS	82,000	125,500	\$ 43,500	Increased based on large development estimates for mechanical permit revenue
4264	ELECTRICAL PERMITS	167,000	175,000	\$ 8,000	
4266	PLAN CHECK FEES	182,000	335,000	\$ 153,000	Increased plan check activity based on development pipeline
4267	SMIP 5% WITHHOLDING FEE	2,000	3,200	\$ 1,200	
4268	PLAN CHECK OTC	1,375	5,000	\$ 3,625	
4270	GREEN BUILDING FEE	970	1,075	\$ 105	
4272	DEMOLITION PERMIT	5,200	6,500	\$ 1,300	
4509	FEE FOR EXIST.2ND RES.UNITS	-	-	\$ -	
4510	CONST/DEMOL.ADMIN FEE	16,000	17,500	\$ 1,500	
4518	BLDG.ADMIN.FEE	929	1,250	\$ 321	
4995	OTHER REVENUE	20,000	12,500	\$ (7,500)	
(A)	Total Revenues	\$ 2,517,474	\$ 2,772,525	\$ 255,051	

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	Salaries	\$ 577,987	\$ 717,903	\$ 139,915.99	FY 22 Salary shown to be lower due to Building Inspector vacancy. FY 23 salary includes position backfill
	Fringe Benefits	\$ 382,605	\$ 474,666	\$ 92,061.01	FY 22 Fringe Benefits shown to be lower due to Building Inspector vacancy. FY 23 Fringe Benefits includes position backfill
	Total Salaries & Benefits	\$ 960,592	\$ 1,192,569	\$ 231,977	
6001	OFFICE SUPPLIES	1,120	1,750	630	
6002	SB1383 PAPER PRODUCTS/SUPPLI	250	1,250	1,000	
6101	GAS AND OIL	2,650	6,000	3,350	
6102	OPERATING SUPPLIES	1,082	1,700	618	
6112	POSTAGE	75	1,500	1,425	
6141	PRINTING, COPYING & BINDING	4,700	3,500	(1,200)	
6401	PROFESSIONAL SERVICES	186,320	0	(186,320)	Budget enhancements for consultant services pending approval
6403	PERSONNEL SERVICES	42,000	0	(42,000)	Vacant positions to be backfilled. No salary savings expected for FY 23
6405	TRAINING/MEETINGS/CONFERENCES	2,200	17,825	15,625	Increased due to additional on-site opportunities for training after COVID-19: International Code Council (ICC), California Building Officials (CALBO) training and conference, Code Enforcement basic training, CACEO Modules 1-3 , PC 832 Arrest and Firearms Training Specifications, and CASp Academy
6406	PROFESSIONAL DEVELOPMENT	1,500	1,500	-	
6419	OTHER SERVICES	45,000	60,000	15,000	Credit card processing fees
6450	COMMUNICATIONS	5,000	5,767	767	
6501	PUBLIC NOTICES	200	5,200	5,000	Building Code Update and REACH Code Adoption
6701	DUES & MEMBERSHIPS	330	2,440	2,110	
6702	PUBS & SUBSCRIPTIONS	800	3,000	2,200	
	Total Supplies & Materials	\$ 293,227	\$ 111,432	\$ (181,795)	
7901	INTERNAL SERVICE ALLOCATIONS	110,358	108,841	(1,517)	Internal service department support
7902	INTERDEPARTMENTAL CHARGES	162,109	177,841	15,732	Cost Allocation Plan
	Total Other Charges	\$ 272,467	\$ 286,682	14,215	
9079	TRANSFERS TO EQUIP. RESERVE	-	-	-	
	Total Transfers	\$ -	\$ -	\$ -	
(B)	Total Expenditures	\$ 1,526,286	\$ 1,590,683	\$ 64,397	
(B) - (A)	General Fund Support	\$ (991,188)	\$ (1,181,842)	\$ (190,654)	

Community Services
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Community Services Department

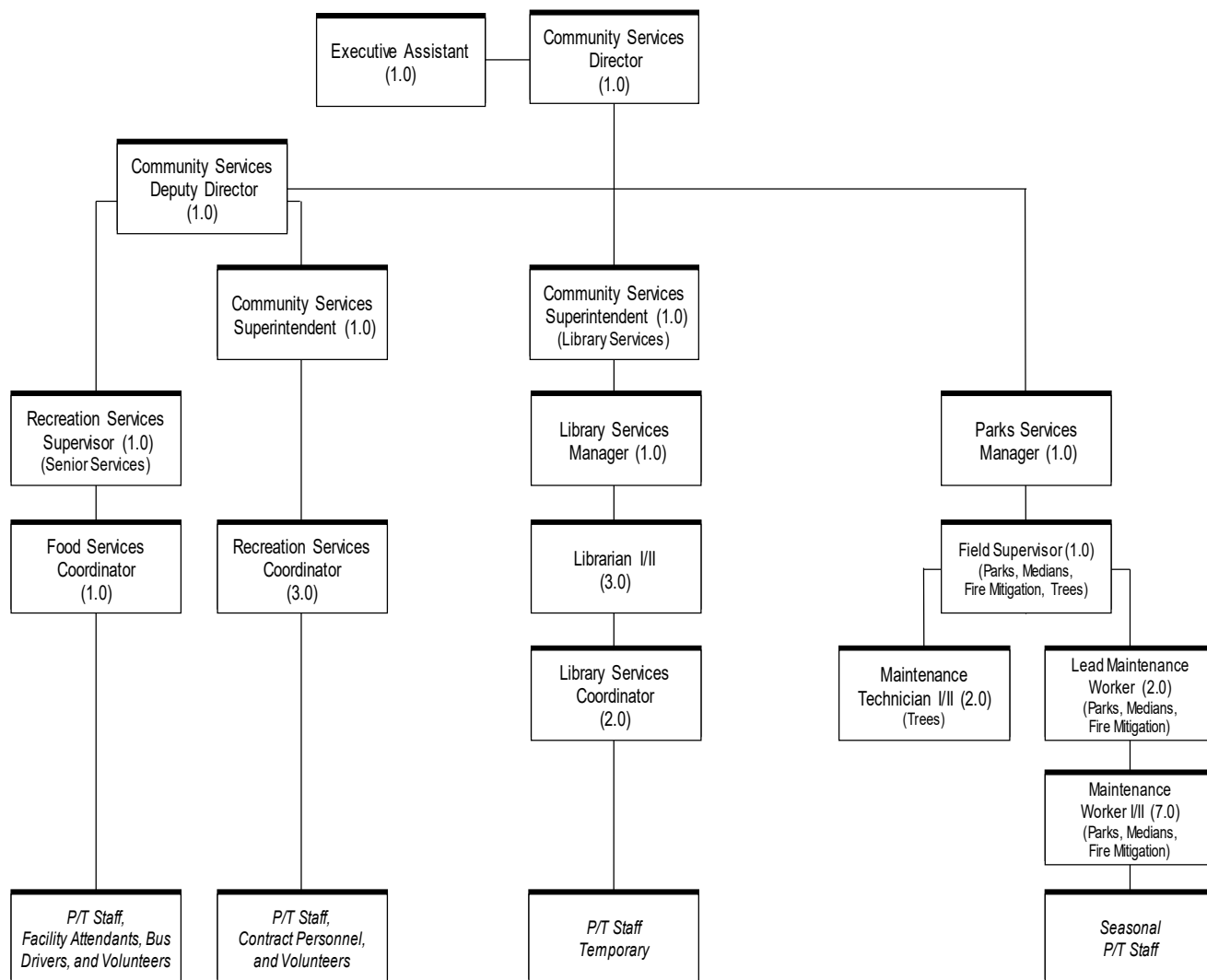
Administration & Recreation Services

Parks Maintenance

Senior Services

Library Services

Community Services



Community Services Department

Committed to providing quality programs, services, and spaces to benefit the health and well-being of the community.

Overview

The programs, services, and special events delivered by the Department are offered through four divisions which provide recreational activities and community special events, senior services, library services, and maintenance of City parks, medians, and trees.

- **Administration & Recreation Services** – Ensures the efficient, effective, and financially sound delivery of the programs, services, community events, and activities offered by the Community Services Department to enrich and benefit the health and well-being of the lives of people of all ages who live, work, and play in San Bruno. The Division coordinates the City's International Friendship Exchange Program between the Cities of San Bruno and Narita, Japan, and the San Bruno Park School District. In addition, it conducts the planning, community engagement, and delivery of new parks and is the project lead for the planning, design, and construction of the new Recreation and Aquatic Center and other recreational facilities. The Division also supports the initiatives and programs of the Parks and Recreation Commission and Culture and Arts Commission.

Recreation programs and activities include enrichment classes on a variety of topics. The Division also offers seasonal camps, and specialty camps. In addition to scheduling the use of the City's sports fields by local non-profit sports organizations, the Division conducts numerous sports leagues for youth and adults. Special events are delivered throughout the year and includes the annual Egg Hunt, Community Day, Community Concerts, Jinxed Joyride, and Holiday Tree Lighting that was relocated to Centennial Park this past year.

Aquatics programming such as swim lessons, recreation and lap swim, swim camps, and water aerobics will remain on hiatus until the new Recreation and Aquatic Center opens. Many of the programs that were held at the Veteran's Memorial Recreation Center are taking place in new locations such as San Bruno Park School sites and at the San Bruno Senior Center. The Division is committed to providing consistent and robust programming to serve the residents of San Bruno.

- **Parks Division** – Provides maintenance at all City parks, recreational areas, City facilities, and school sites covering 97 acres, with design and construction of an additional park underway at Florida Avenue. Responsible for care and cultivation of landscaping 9 baseball and softball fields, 6 soccer fields, 2 football fields, and the Dog Park at Commodore Park. The Division maintains approximately 7.3 miles of street medians, approximately 7,250 trees, and 128 acres of open space and works in collaboration with the Fire Department for fire mitigation.
- **Senior Services** – Deliver a broad array of programs at the San Bruno Senior Center, including congregate lunch and a weekday door to door transportation service for San Bruno residents. The program is designed to provide opportunities for adults 50 years of age and older, to engage in active and healthy programming. The Division works in collaboration with the San Bruno Senior Citizen's Advisory Board to plan and implement special events, activities, and services. Many of the classes and programs are supported by revenue from non-General Fund sources, including government grants, revenue generated by program activities offered at the Senior Center, and a nutrition and transportation grant provided by the non-profit Nutrition Site Council.

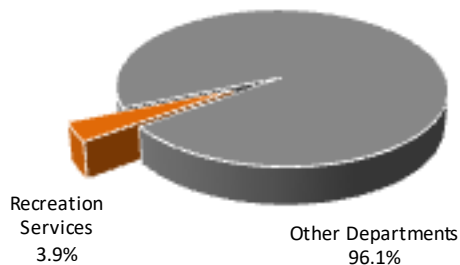
- **San Bruno Public Library** - Provides San Bruno residents and visitors with community lifelong-learning and literacy materials and resources such as instruction, support, and access to internet computers, in-house Wi-Fi, and Wi-Fi hotspots to help them achieve personal growth goals. The Division also offers an array of educational and personal enrichment services including storytimes, a homework center, summer reading program, 3D printing and ESL classes as well as special programs and events throughout the year. Provides access to online services such as eBooks, eMagazines, research databases, streaming video, Tutor.com, and museum passes. Through membership in the Peninsula Library System, the San Bruno Public Library offers residents borrowing privileges at libraries throughout San Mateo County. In support of the Culture and Arts Commission, the Division delivers Movies in the Park, Shakespeare in the Park, Art in the Library, and Community Day in the Park Art Project.

Administration & Recreation Services Budget Summary

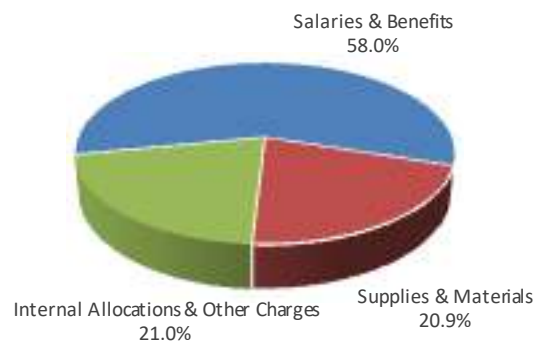
Funding Summary	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2022-23 Budget
General Fund Support	\$ 1,329,589	\$ 1,176,802	\$ 1,268,493	\$ 1,649,540
Department Revenues	874,482	279,382	466,710	508,498
Total:	\$ 2,204,071	\$ 1,456,183	\$ 1,735,203	\$ 2,158,038

Budgeted Expenditures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2022-23 Budget
Salaries & Benefits	\$ 1,338,494	\$ 682,693	\$ 858,071	\$ 1,252,092
Supplies & Materials	328,813	252,666	435,734	451,944
Internal Allocations & Other Charges	536,765	520,825	441,398	454,002
Total:	\$ 2,204,071	\$ 1,456,183	\$ 1,735,203	\$ 2,158,038

Percentage of General Fund Budget



General Fund Budget by Category



Performance and Workload Measure	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Target
Number of participants in afterschool sports programs -	188	0	100	210
Number of participants in afterschool sports programs -	207	0	158	335
Number of special events offered	33	16	17	32
Number of participants in summer camp	3,025	0	705	735

Goals and Accomplishments

FY2021-22 Accomplishments

- ♦ Increased online presence with implementation of an Instagram account, amassing 500+ followers.
- ♦ Increased number of adult softball leagues to include coed for the first time in 7 years.
- ♦ Created online reservation system for picnic reservations with 97% of reservations being completed online.
- ♦ Developed a communications plan to educate the community about building the new Recreation and Aquatics Center to include a "fly through" demonstration online and a live construction
- ♦ Collaborated with the Library Division to develop enhanced services and programming to the community including Story Walk in San Bruno City Park and Commodore Park and a intergenerational bocce tournament.
- ♦ Relocated the Holiday Tree Lighting Celebration to Centennial Park.

FY2021-22 Accomplishments (Continued)

- ♦ Hosted groundbreaking event for the new Recreation and Aquatic Center.
- ♦ Resumed elementary and middle school sports without covid exposure incidents within our teams.
- ♦ Introduced 3x3 Basketball to middle school athletes that pushed them to new heights of performance and skill level.
- ♦ Created and held activities and events which were social distant friendly to keep the community engaged, connected, happy and healthy including Rec in a Box, Twilight Picnic in the Park, and introduced games and contests at concert intermissions.
- ♦ Successfully relocated Social Connection to the Senior Center and began programming to give our special needs community a way to recreate in a time when not many programs are available to them.
- ♦ Quickly and efficiently put a tracking system into place for 100 City employees, volunteers and contractors for required covid testing during the COVID-19 surge in January.

2022-23 Goals and Objectives

- ♦ Develop a strategy and implementation plan for the programs and services that will be offered when the new Recreation and Aquatics Center is opened
- ♦ Develop avenues of growth and training opportunities for part time staff interested in broadening their skillsets and strengths.
- ♦ Develop a comprehensive aquatics program plan in anticipation of opening the Recreation and Aquatics Center that includes a component that makes the program accessible and equitable to the community members.
- ♦ Reformat elementary sports in a way that makes it more accessible and convenient for
- ♦ Work with the community groups to find long term concessioner to run the newly renovated concession stand at Tom Lara Field.
- ♦ Create sports user agreements with San Bruno youth sports groups that are unique to each group to outline the individual use of each group and contribution to their field work.
- ♦ Create media campaign for department showcasing staff and projects.
- ♦ Implement new summer camp format to reintroduce summer camps to San Bruno in summer of 2023.
- ♦ Complete San Mateo County grant process to fund new scholarship program to allow children to attend summer camps in 2022.

City of San Bruno
Community Services Department - Recreation Division Revenues & Expenditures
Fiscal Year 2022-23
Department 001-5100

Revenues

Account	Revenue Account Title	FY2021-22 Amended Budget	FY2022-23 Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
4560	RECREATION FEES AND CHARGES	\$ 37,681	\$ 20,743	\$ (16,938)	
4562	FACILITY RENTALS	73,529	114,408	40,879	
4563	SPORTS	72,170	115,116	42,946	
4564	CONTRACT/FEE CLASSES	248,330	225,231	(23,099)	
4995	OTHER REVENUE	35,000	33,000	(2,000)	Community Day in the Park sponsors and ride wrist band sales
(A)	Total Revenues	\$ 466,710	\$ 508,498	\$ 41,788	

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	SALARIES	\$ 555,284	\$ 848,057	\$ 292,773	Added full cost for 0.5 FTE Deputy Director & 1.0 FTE Rec Coordinator
	FRINGE BENEFITS	302,787	404,035	101,248	Health insurance and pension
	Total Salaries & Benefits	\$ 858,071	\$ 1,252,092	\$ 394,021	
6001	OFFICE SUPPLIES	4,000	3,000	(1,000)	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	-	2,000	2,000	Relocated recycled products from office supplies (6001)
6101	GAS AND OIL	1,000	1,700	700	
6102	OPERATING SUPPLIES	41,285	52,545	11,260	Supplies for aquatics program training purposes and downtown event supplies
6112	POSTAGE	2,000	500	(1,500)	
6141	PRINTING, COPYING & BINDING	22,600	22,600	-	
6204	SUPPLIES	1,125	-	(1,125)	
6301	BUILDING AND GROUNDS MAINTENANCE	3,160	2,160	(1,000)	
6304	MAINTENANCE	4,700	5,119	419	
6405	TRAINING/MEETINGS/CONFERENCES	4,895	5,995	1,100	
6406	PROFESSIONAL DEVELOPMENT	3,000	3,000	-	
6409	SPECIAL PROJECTS	33,000	33,000	-	
6411	CONTRACTUAL SERVICES	204,594	196,280	(8,314)	
6419	OTHER SERVICES	35,000	48,880	13,880	Increase for adult sports official fees & storage rental unit for RAC project
6450	COMMUNICATIONS	5,700	7,240	1,540	
6531	UTILITIES	42,000	42,000	-	
6650	TOOLS & EQPT. -\$25K	23,750	22,000	(1,750)	
6701	DUES & MEMBERSHIPS	3,925	3,925	-	
	Total Supplies & Materials	\$ 435,734	\$ 451,944	\$ 16,210	
7901	INTERNAL SERVICE ALLOCATIONS	317,738	315,671	(2,067)	Internal service fund department support
7902	INTERDEPARTMENTAL CHARGES	123,660	138,331	14,671	General administrative department support
	Total Allocations & Other Charges	\$ 441,398	\$ 454,002	\$ 12,604	
(B)	Total Expenditures	\$ 1,735,203	\$ 2,158,038	\$ 422,835	
(B) - (A)	General Fund Support	\$ 1,268,493	\$ 1,649,540	\$ 381,047	

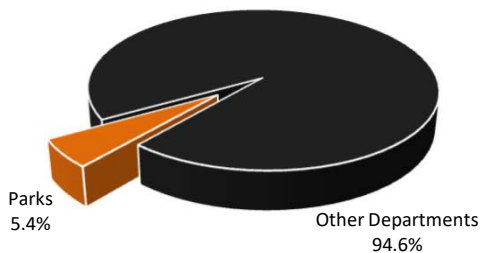
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Parks Maintenance Budget Summary

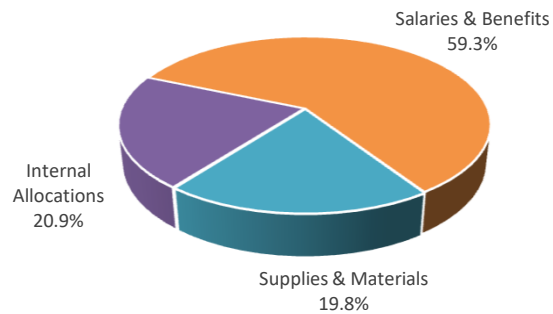
Funding Summary	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2022-23 Budget
General Fund Support	\$ 2,935,144	\$ 2,755,330	\$ 2,724,899	\$ 3,016,777
Department Revenues	37,744	42,833	3,500	3,500
Total:	\$ 2,972,888	\$ 2,798,163	\$ 2,728,399	\$ 3,020,277

Budgeted Expenditures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2022-23 Budget
Salaries & Benefits	\$ 1,735,026	\$ 1,509,909	\$ 1,658,474	\$ 1,790,662
Supplies & Materials	487,517	542,092	508,010	597,668
Internal Allocations	750,345	746,162	561,915	631,947
Total:	\$ 2,972,888	\$ 2,798,163	\$ 2,728,399	\$ 3,020,277

Percentage of General Fund Budget



General Fund Budget by Category



Performance and Workload Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Target
Acres of maintained landscaped areas (parks, city buildings, and school sites)	97	97	77	68
Acres of open space	128	128	128	128
Linear miles of medians maintained	7.35	7.35	7.35	7.35
Number of picnic rentals supported	836	117	665	665
Number of new trees planted	100	100	83	100

Goals and Accomplishments

FY2021-22 Accomplishments

- ◆ Provided standby personnel during weather events to respond to tree and park related issues
- ◆ Worked diligently and safely throughout the pandemic to provide safe and clean outdoor space for the public to enjoy
- ◆ Developed a plan to capture past data and record future measurement for service delivery by the Parks Maintenance team
- ◆ Completed the ADA transition plan for City parks coordinating upgrades for year three
- ◆ Provided support staff for Community Services special events, including the groundbreaking for the new Recreation and Aquatic Center, and installation of the new tree for the Holiday Tree Lighting celebration at Centennial Plaza.
- ◆ Responded to over 150 requests on San Bruno Responds/Accela for issues related to trees, parks, and medians
- ◆ Supported the rehabilitation project associated with College Drive medians

FY2021-22 Accomplishments (Continued)

- ◆ Supported the rehabilitation project associated with Centennial Plaza
- ◆ Provided liaison support to ongoing community cleanup events
- ◆ Updated irrigation controllers at Pacific Heights, Commodore, Grundy and San Mateo Ave to allow the use of a remote control for testing and repair

FY2022-23 Goals and Objectives

- ◆ Provide standby personnel during weather events to respond to tree or park related issues
- ◆ Continue to support the ongoing Recreation and Aquatic Center Project through the construction phase
- ◆ Develop Park Amenity Replacement Plan for items not in the Equipment Reserve such as benches, water fountains, fences, gates, and other park amenities that need a replacement standard
- ◆ Support the rehabilitation project associated with Posy Park
- ◆ Support the rehabilitation project associated with Centennial Plaza
- ◆ Support College Avenue Median Renovation
- ◆ Proactively identify future projects and funding plans for ongoing maintenance of existing parks and facilities landscaping and infrastructure
- ◆ Implement the ADA transition plans for City parks coordinating upgrades for year four, and including pathway improvement project at Pacific Heights Park
- ◆ Develop training plan for required certifications of Parks staff
- ◆ Provide support staff for Community Services Department events
- ◆ Develop a structured maintenance plan of our open space tree inventory focusing on both the immediate and long term needs of the areas
- ◆ Continue to update the aging infrastructure of our irrigation systems in our parks and medians including valves and controllers
- ◆ Continue to facilitate the use of San Bruno Responds/Accela for issues related to trees, parks, and medians
- ◆ Continue to provide liaison support for ongoing volunteer cleanup events

City of San Bruno
Community Services Department - Parks Division Revenues & Expenditures
Fiscal Year 2022-23
Department 001-5110

Revenues

Account	Revenue Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
4284	TREE MAINT.PERMIT	\$ 3,500	\$ 3,500	\$ -	
(A)	Total Revenues	\$ 3,500	\$ 3,500	\$ -	

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	SALARIES	\$ 986,266	\$ 1,022,453	\$ 36,187	Increase due to budgeting a full year of 0.15 FTE Deputy Director and relocating 25% of part-time budget from ARPA to General Fund
	FRINGE BENEFITS	672,208	768,209	96,001	Health insurance and pension
	Total Salaries & Benefits	\$ 1,658,474	\$ 1,790,662	\$ 132,188	
6001	OFFICE SUPPLIES	800	400	(400)	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	-	5,400	5,400	Relocated recycled products and supplies from office supplies (6001) and building & grounds maintenance (6301)
6101	GAS AND OIL	44,300	46,000	1,700	
6102	OPERATING SUPPLIES	70,000	115,000	45,000	Relocated supplies from ARPA back to General Fund; relocated restroom paper products to SB1383 paper products/supplies (6002)
6301	BUILDING AND GROUNDS MAINTENANCE	6,820	6,820	-	
6405	TRAINING/MEETINGS/CONFERENCES	5,500	6,000	500	
6406	PROFESSIONAL DEVELOPMENT	1,000	1,000	-	
6411	CONTRACTUAL SERVICES	317,042	355,500	38,458	Account for cpi & fuel increase for pruning & pollarding contract
6450	COMMUNICATIONS	6,000	6,000	-	
6531	UTILITIES	40,120	40,120	-	
6601	RENTAL & LEASES	4,328	4,328	-	
6650	TOOLS & EQPT. -\$25K	11,000	10,000	(1,000)	
6701	DUES & MEMBERSHIPS	1,100	1,100	-	
	Total Supplies & Materials	\$ 508,010	\$ 597,668	\$ 89,658	
7901	INTERNAL SERVICE ALLOCATIONS	296,303	338,445	42,142	Internal service funds department support
7902	INTERDEPARTMENTAL CHARGES	265,612	293,502	27,890	General administrative departments support
	Total Allocations	\$ 561,915	\$ 631,947	\$ 70,032	
(B)	Total Expenditures	\$ 2,728,399	\$ 3,020,277	\$ 291,878	
(B) - (A)	General Fund Support	\$ 2,724,899	\$ 3,016,777	\$ 291,878	

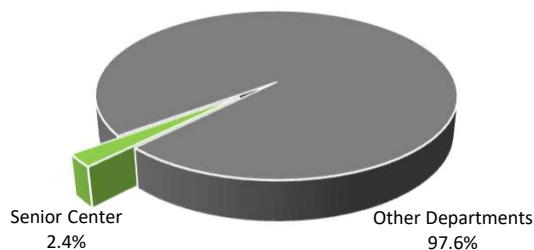
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Senior Services Budget Summary

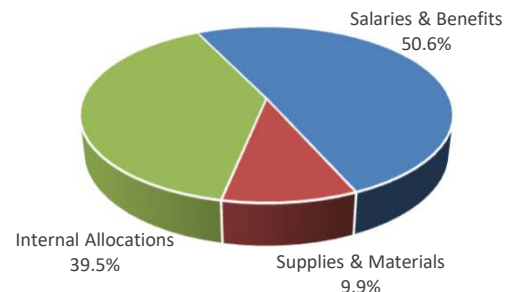
Funding Summary	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2022-23 Budget
General Fund Support	\$ 984,596	\$ 1,061,550	\$ 1,068,288	\$ 1,115,954
Department Revenues	30,870	1,678	39,735	63,500
Donations ¹	71,580	60,026	61,500	68,500
Nutrition Site Council	115,000	-	86,250	100,000
General Fund Sub-Total:	\$ 1,202,046	\$ 1,123,254	\$ 1,255,773	\$ 1,347,954
Area Agency on Aging Grant ¹	143,919	270,937	133,587	142,892
Total:	\$ 1,345,965	\$ 1,394,191	\$ 1,389,360	\$ 1,490,846

Budgeted Expenditures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2022-23 Budget
Salaries & Benefits	\$ 504,269	\$ 462,681	\$ 565,808	\$ 681,711
Supplies & Materials	121,820	88,623	120,750	133,382
Internal Allocations	575,957	571,950	569,215	532,861
General Fund Sub-Total:	\$ 1,202,046	\$ 1,123,254	\$ 1,255,773	\$ 1,347,954
Area Agency on Aging Expenditures ¹	168,475	153,035	133,587	219,518
Total:	\$ 1,370,521	\$ 1,276,289	\$ 1,389,360	\$ 1,567,471

Percentage of General Fund Budget



General Fund Budget by Category



Performance and Workload Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Target
Annual visitors	46,776	0	45,437	65,000
Annual number of meals served	29,193	30,703	26,532	29,000
Number of referrals and information offered	209	260	285	300
Number of senior special events offered	16	21	10	12
Number of senior trips offered	17	0	0	0

Goals and Accomplishments

FY2021-22 Accomplishments

- ♦ Held an Independence Day Parking Lot Dance Party
- ♦ Transitioned from home delivered lunches to onsite dining. A "Grab and Go" option for seniors who were not ready to eat onsite was offered until April 2022.

Note 1: Area Agency on Aging information can be found in the Special Revenue Funds section

FY2021-22 Accomplishments (Continued)

- ♦ Reopened the Senior Center doors on July 26, 2021 for lunches, classes and Sunday dances. San Bruno was the first Center on the Peninsula to reopen.
- ♦ Held a Veteran's Recognition event in honor of Veteran's Day. A guest speaker gave a presentation to the patrons of the center and each veteran received a gift sponsored by the Lion's Club.
- ♦ Introduced Cornhole game with instruction and play event. Two boards are available for drop-in play when requested.
- ♦ Daytime Bingo returned in September 2021. Seniors play Monday, Wednesday and Friday afternoons beginning at 1:00pm.
- ♦ Celebrated the Senior Center's 35th Anniversary with a party and 160 attendees. To continue to celebrate the 35th year, monthly 35th Anniversary surprises will continue through the year including movies, trivia games, and gifts.
- ♦ Offered new educational seminars and services including: "Responsive Behavior in Dementia", Clear Captions phones, "A New Year, A Healthier You", Miracle Ear checks, COPD & Breathing Exercises, Hiring an In-Home Care Worker, Legal Aid Society, Peninsula Rebuilding Together, Bicycle & Pedestrian Safety and Senior Frauds & Scams.
- ♦ Coordinated with Library Services to host special events at the Senior Center such as Dia de los Muertos and Chinese New Year.
- ♦ Introduced new musical entertainment for our lunch program including new duos, trios and soloists.
- ♦ Worked with new agencies as sponsors at our monthly parties including Supple Senior Care and Care Access.
- ♦ Onsite Tax preparation sponsored by AARP returned in February and accepted over 280 seniors for tax preparation services.
- ♦ Introduced a new monthly Second Sunday Line Dance Mixer with line dance instructor Allen Isidro with approximately 25 people in attendance each month.
- ♦ Developed a new system for Party ticket pre-sales and day of onsite check-in to alleviate stress on staff and volunteers who manage the sales.
- ♦ Introduced a weekly Seated Yoga class, which incorporates Yoga, Qi Gong and breathing exercises.
- ♦ Provided a special presentation by The California Game Girls who led fun brain expanding games.
- ♦ Held the annual election for The Senior Advisory Board and the residents elected four new members to the board.
- ♦ Reintroduced the composting program in the kitchen for staff, volunteers and lunch time participants to help with waste management.

FY2022-23 Goals and Objectives

- ♦ Reintroduce day trips to Senior programming when it becomes safe to allow for day travel.
- ♦ Collaborate with Public Works and Community Development to complete the replacement of the trash enclosure and repave and restripe the parking lots
- ♦ Collaborate with the Nutrition Site Council to research the purchase of a smaller vehicle for the transportation program that does not require a Class B license
- ♦ Collaborate with Public Works to implement the ADA Transition Plan to incorporate the upgrades.
- ♦ Develop additional recipes that are healthy, fresh, and seasonal while still adhering to the County of San Mateo nutritional values.
- ♦ Continue to foster interdepartmental programming such as book distribution and a book club
- ♦ Through an RFP process, develop a list of local vendors and caterers who can provide healthy, homemade meals to the seniors through the Congregate Lunch Program on an as needed basis.
- ♦ Develop an efficient system to track attendance at the senior center with the aid of technology that is convenient for seniors to use.

City of San Bruno
Community Services Department - Senior Services Division Revenues & Expenditures
Fiscal Year 2022-23
Department 001-5270

Revenues

Account	Revenue Account Title	FY2021-22 Amended Budget	FY2022-23 Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
4562	FACILITY RENTALS	\$ 18,000	\$ 24,000	\$ 6,000	Assumes a full year of rental payment from the Nutrition Site Council
4564	CONTRACT/FEE CLASSES	15,000	27,500	12,500	Fees generated from contract classes
4570	SENIOR CENTER FEES & CHARGES	24,735	36,000	11,265	Private and non-profit rentals
4993	REIMBURSEMENTS	68,250	76,000	7,750	Nutrition Site Council for senior programs
(A)	Total Revenues	\$ 125,985	\$ 163,500	\$ 37,515	

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	SALARIES	\$ 379,563	\$ 460,726	\$ 81,163	Increase due to budgeting a full year of 0.25 FTE Deputy Director and increase in part-time budget
	FRINGE BENEFITS	186,245	220,985	34,740	Health insurance and pension
	Total Salaries & Benefits	\$ 565,808	\$ 681,711	\$ 115,903	
6001	OFFICE SUPPLIES	2,000	1,000	(1,000)	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	-	1,000	1,000	Relocated recycled products from office supplies (6001)
6101	GAS AND OIL	3,000	3,000	-	
6102	OPERATING SUPPLIES	2,350	4,002	1,652	Party decorations and SESAC license (music and movies)
6112	POSTAGE	900	1,500	600	
6301	BUILDING AND GROUNDS MAINTENANCE	2,800	2,800	-	
6304	MAINTENANCE	8,300	8,800	500	
6405	TRAINING/MEETINGS/CONFERENCES	1,800	1,800	-	
6406	PROFESSIONAL DEVELOPMENT	500	500	-	
6411	CONTRACTUAL SERVICES	21,800	25,000	3,200	Enrichment instructor payments for contract classes
6419	OTHER SERVICES	2,000	7,480	5,480	Relocated stove vent cleaning & shredding services from 6411 contractual services; added refrigerator and freezer maint
6450	COMMUNICATIONS	1,500	2,700	1,200	
6531	UTILITIES	73,000	73,000	-	
6701	DUES & MEMBERSHIPS	800	800	-	
	Total Supplies & Materials	\$ 120,750	\$ 133,382	\$ 12,632	
7901	INTERNAL SERVICE ALLOCATIONS	496,229	451,558	(44,671)	Internal service fund department support
7902	INTERDEPARTMENTAL CHARGES	72,986	81,303	8,317	General administrative department support
	Total Allocations	\$ 569,215	\$ 532,861	\$ (36,354)	
(B)	Total Expenditures	\$ 1,255,773	\$ 1,347,954	\$ 92,181	
(B) - (A)	General Fund Support	\$ 1,129,788	\$ 1,184,454	\$ 54,666	

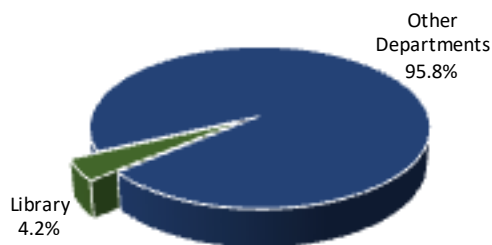
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Library Services Budget Summary

Funding Summary	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2022-23 Budget
General Fund Support	\$ 2,352,305	\$ 2,231,153	\$ 2,233,416	\$ 2,349,001
Department Revenues	20,101	16,713	6,153	8,600
State Library Revenues & Donations	39,000	12,697	-	-
Total:	\$ 2,411,406	\$ 2,260,563	\$ 2,239,569	\$ 2,357,601

Budgeted Expenditures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2022-23 Budget
Salaries & Benefits	\$ 1,426,586	\$ 1,271,981	\$ 1,354,653	\$ 1,474,330
Supplies & Materials	329,622	303,137	402,179	381,203
Internal Allocations	655,198	685,444	482,737	502,068
Total:	\$ 2,411,406	\$ 2,260,563	\$ 2,239,569	\$ 2,357,601

Percentage of General Fund Budget



General Fund Budget by Category



Performance and Workload Measure	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Estimated	FY 2022-23 Target
Number of Homework Center	2,373	0	700	1,700
Number of books checked out	218,631	144,866	211,000	230,000
Number of participants in the Summer Reading Program	3,038	1,137	1,500	2,000
Annual number of special programs	336	231	220	250
Number of storytime attendees	5,057	1,865	2,100	3,000
Number of reference questions answered	15,167	7,468	7,500	12,000
Number of internet sessions provided (wired & wireless)	92,596	49,446	85,000	90,000

Goals and Accomplishments

FY2021-22 Accomplishments

- ♦ Obtained \$56,945 in grant and gift funds to support a variety of initiatives detailed below
- ♦ Received \$18,000 in Measure K funds to support summer reading program
- ♦ Worked with Culture and Arts Commission to secure \$50,000 donation from City Art Fund to partially fund Tanforan Assembly Center Memorial

FY2021-22 Accomplishments (Continued)

- ♦ Expanded Dia de los Muertos event by relocating to Senior Center and adding musical component with \$2,600 from City Art Fund, which resulted in over 100 attendees
- ♦ Expanded Chinese New Year event by relocating to Senior Center and adding lion dancers with \$2,600 from City Art Fund
- ♦ Obtained \$2,600 from City Art Fund to produce inaugural San Bruno Juneteenth event
- ♦ Awarded \$10,290 from California State Library to close digital divide by receiving additional 13 Chrombooks and 3 hotspots
- ♦ Received \$10,000 Explore Outdoors grant to promote literacy and outdoor activities
- ♦ Received \$4,355 grant to establish air quality monitor lending program by purchasing 15 indoor air quality monitors
- ♦ With \$2,500 grant, presented six virtual outreach programs for Belle Air preschool and San Bruno Big Lift Inspiring Summers camp
- ♦ Received \$1,500 equity grant to increasingly diversify book collection; \$1,000 from Friends of the Library to increase eBook holdings; \$500 grant to provide giveaway books for Dia de los
- ♦ Awarded \$1,000 in funding from San Bruno Rotary for purchase of ABCMouse, an at-home learning curriculum for preschool and elementary students
- ♦ Collaborated with South San Francisco Library and Redwood City Library to create 9 programs related to 80th anniversary of Japanese-American internment
- ♦ Included Remembering Tanforan virtual discussion panel with 87 households attending, and virtual author school visit to 1,200 students
- ♦ Produced United Against Hate Week virtual schools assembly with 750 attendees featuring poet Mahogany Browne
- ♦ Restarted Homework Center in October with an in-person pandemic modified format, which served 375 students
- ♦ Teamed with Recreation staff to encourage exercise and literacy by organizing temporary Storywalks in Grundy, Commodore, Lions, and City Park
- ♦ Held four outdoor bilingual storytimes in four different San Bruno parks with 83 attendees
- ♦ Introduced library Bingo as new Winter Reading Challenge format, which resulted in 325
- ♦ Received nine new databases from State Library to promote career development and online education
- ♦ Conducted 29 weekly virtual storytimes for SBPSD preschool students, totaling 1,068 attendees
- ♦ Presented 48 livestream storytimes with total attendance of 763 households
- ♦ In celebration of Black History Month, sponsored nine sessions of Storytelling with Murial Johnson; a sharing of traditional folktales and song from the Black American/African Diaspora
- ♦ Conducted library card campaign with Capuchino High School, resulting in issuing 325 new library cards to students, an increase of 75 from previous year
- ♦ Two San Jose State School of Information Science interns completed 218 of hours of project
- ♦ Completed San Bruno Looks Up grant programming by producing outdoor events including telescope viewing party, science festival, and moon themed storytime
- ♦ Produced inaugural Winter Windows Wonderland storefront decorating contest for San Mateo Ave businesses, of which 23 participated
- ♦ Restarted Movies in the Park sponsored by Culture and Arts Commission by screening four films in City Park on Fridays in September resulting in a record 580 attendees

2022-23 Goals and Objectives (Continued)

- ♦ Execute transition from virtual to in-person programming
- ♦ Obtain at least \$20,000 in grant funding to bolster revenue due to elimination of overdue fines
- ♦ Collaborate with San Bruno Heart Committee to plan, promote, and execute activities to celebrate United Against Hate Week
- ♦ Leverage programming partnerships formed with other Peninsula Library System libraries to produce at least two joint virtual programs
- ♦ Carry out programming for final portion of "Libraries Outside" grant, encompassing series of seven programs and assembling of "Libraries Outside" backpack kits
- ♦ Resume teen summer reading volunteer program
- ♦ Conduct at least four joint community programs with the Recreation and Senior Services Divisions
- ♦ Support the Culture and Arts Commission by delivering the annual Movies in the Park, Shakespeare in the Park, Art in the Library, and at least three cultural programs

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City of San Bruno
Community Services Department - Library Division Revenues & Expenditures
Fiscal Year 2022-23
Department 001-5510

Revenues

Account	Revenue Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
4474	FEDERAL ASSISTANCE	\$ -	\$ 1,300	\$ 1,300	LSTA grant
4550	LIBRARY FEES AND CHARGES	6,153	6,300	147	
4993	REIMBURSEMENTS	0	1,000	1,000	Portion of Measure K grant for FY23
(A)	Total Revenues	\$ 6,153	\$ 8,600	\$ 2,447	

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	SALARIES	\$ 821,840	\$ 915,433	\$ 93,593	Increase in part-time budget for a full year Library opening and a full year of 0.10 FTE Deputy Director
	FRINGE BENEFITS	532,813	558,897	26,084	Health insurance and pension
	Total Salaries & Benefits	\$ 1,354,653	\$ 1,474,330	\$ 119,677	
6001	OFFICE SUPPLIES	17,000	9,000	(8,000)	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	-	3,000	3,000	Relocated recycled products from office supplies (6001)
6108	BOOKS & MATERIALS	161,922	162,000	78	
6112	POSTAGE	450	400	(50)	
6301	BUILDING AND GROUNDS MAINTENANCE	1,000	1,500	500	
6304	MAINTENANCE	600	600	-	
6405	TRAINING/MEETINGS/CONFERENCES	2,100	2,100	-	
6406	PROFESSIONAL DEVELOPMENT	1,000	1,000	-	
6409	SPECIAL PROJECTS	10,000	15,775	5,775	Public programming increase
6419	OTHER SERVICES	141,718	144,439	2,721	
6450	COMMUNICATIONS	5,250	8,250	3,000	
6531	UTILITIES	58,000	30,000	(28,000)	Decrease estimated amount to account for continuously operating HVAC to keep air circulating in response to Covid-19
6650	TOOLS & EQPT. -\$25K	1,664	1,664	-	
6701	DUES & MEMBERSHIPS	1,425	1,425	-	
6703	TRAVEL/VEHICLE USE	50	50	-	
	Total Supplies & Materials	\$ 402,179	\$ 381,203	\$ (20,976)	
7901	INTERNAL SERVICE ALLOCATIONS	345,479	348,646	3,167	Internal service fund department support
7902	INTERDEPARTMENTAL CHARGES	137,258	153,422	16,164	General administrative department support
	Total Allocations	\$ 482,737	\$ 502,068	\$ 19,331	
(B)	Total Expenditures	\$ 2,239,569	\$ 2,357,601	\$ 118,032	
(B) - (A)	General Fund Support	\$ 2,233,416	\$ 2,349,001	\$ 115,585	

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General Fund Non-Departmental

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City of San Bruno
Non-Departmental Expenditures

Fiscal Year 2022-23

Department 001-9010

Description - This department is responsible for expenditures benefiting the general operations of the City and not assigned to an individual department. Special non-departmental charges include the retiree medical reimbursement program and funding debt service payments.

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	SALARIES	\$ (300,000)	\$ 171,776	\$ 471,776	Net of attrition assumption and provision for labor agreements
	FRINGE BENEFITS	493,000	488,000	(5,000)	Employee separation pay & retiree health insurance
	Total Salaries & Benefits	\$ 193,000	\$ 659,776	\$ 466,776	
6401	PROFESSIONAL SERVICES	27,544	-	(27,544)	One-time purchase order for card reader installation
6419	OTHER SERVICES	6,600	6,600	-	
6531	UTILITIES	200,000	200,000	-	
6910	CONTINGENCIES/OTHER	72,000	60,000	(12,000)	Credit card fees
8015	DATA PROCESSING EQUIPMENT	28,440	-	(28,440)	One-time purchase order for card reader equipment
	Total Supplies & Materials	\$ 334,584	\$ 266,600	\$ (67,984)	
7041	COUNTY SERVICE CHARGES	429,400	429,400	-	San Mateo County animal control services and contribution for animal care shelter facility
7069	INTERGOVERNMENTAL - OTHER	5,200	5,500	300	
7901	INTERNAL SERVICE ALLOCATIONS	37,011	66,412	29,401	Technology Support internal service fund allocation for Emergency Operations Center
7902	INTERDEPARTMENTAL CHARGES	(3,048,370)	(3,382,792)	(334,422)	Allocation of services provided to the General Fund
8999	NON-OPERATING TRANSFER	1,273,152	1,374,875	101,723	Transfer to General Debt Service Fund for pension obligation bond and fire apparatus principal and interest payments and administration fees
	Total Allocations	\$ (1,303,607)	\$ (1,506,605)	\$ (202,998)	
	Total Expenditures	\$ (776,023)	\$ (580,229)	\$ 195,794	

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Enterprise Funds
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Enterprise Funds

Water

Wastewater

Stormwater

CityNet Services

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Public Works Department Water Division

The City of San Bruno Water Division is committed to protecting public health by delivering high quality potable water.

Programs

The Water Division of the Public Works Department is responsible for the efficient and effective operation and maintenance of the Water Supply and Distribution systems, which make up the Water Enterprise Fund activities. The San Bruno water supply system consists of 5 groundwater production wells, 13 pressure zones, 8 storage tanks located at 6 sites, and 5 connections to major transmission pipelines, 4 owned and operated by the San Francisco Public Utility Commission (SFPUC) and one by the North Coast County Water District. The San Bruno water distribution system consists of 100 miles of pipelines, 9,000 valves, 985 fire hydrants, 8 pumping stations, 8 storage tanks and 13 pressure zones. Through this complex network of interrelated systems, the Water Division maintains and operates the water supply and distribution systems so that water delivered to its customers meets all Federal and State water quality standards, pressure and quantity mandates, and meets secondary standards such as taste and color through active distribution system infrastructure assessment and flushing programs. The division performs the following services:

- **Potable Water Production and Delivery**

Maintain, rehabilitate, and assure necessary replacement of eight storage tanks and five groundwater wells to ensure a daily average well production of 2.1 million gallons per day (MGD). The city participates in a cooperative ground water storage and recovery with the SFPUC, Daly City, and CalWater to assure the long-term vitality and protection of the Westside Basin Aquifer that underlies San Bruno.

- **Water Conservation Programs**

Participate in water conservation programs with emphasis on public awareness, rebate programs for washing machines and high-efficiency toilets, audits for large landscape owners, host landscaping classes for San Bruno residents, and fund school assembly programs that teach water conservation to help meet State Water Resources Control Board water reduction goals.

- **Responding to Urgent Community Need**

Ensure the highest customer service by quickly responding to water main/service leaks and daily routine turn on/off requests at the meter. Resolve water quality questions and concerns in a timely manner. The Advanced Water Meter system allows residents and City staff the ability to monitor water uses to help understand usage patterns and billing via the internet.

- **Routine and Preventative System Repair and Maintenance**

Provide daily inspections of water levels and maintain exterior and interior of eight storage tanks on a continuing basis. Conduct monthly and quarterly testing and reporting of water quality that is provided in the yearly consumer confidence report. Provide long-term water system maintenance and operations planning to support necessary system Capital improvements through the Program.

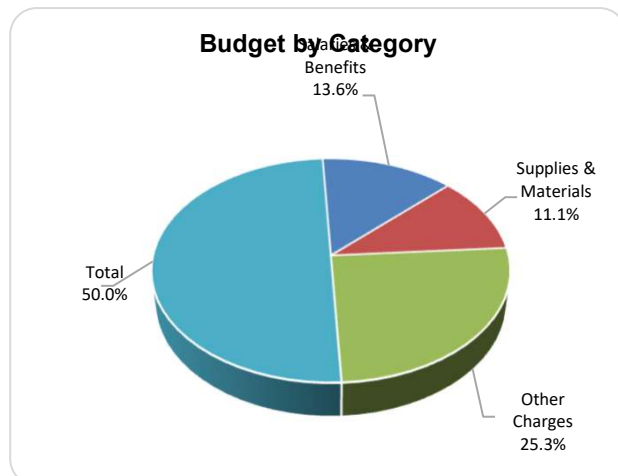
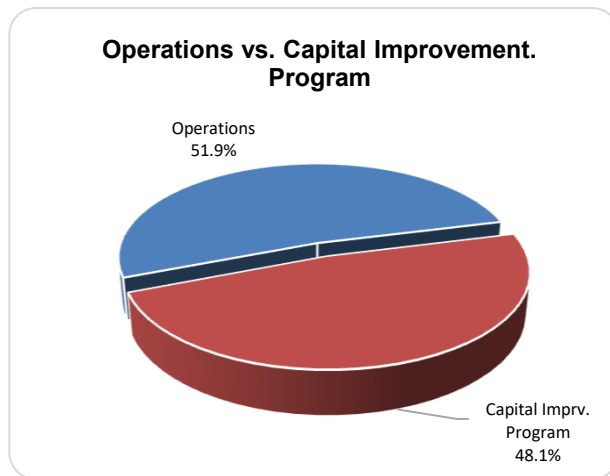
- **Regulatory Compliance**

Assure disinfection at five groundwater wells, treatment for iron and manganese at two wells, and maintenance and monitoring of storage tanks and pump station facilities. Complete Federal and State mandated water quality testing and related regulatory required analysis and reports each year including current regulations and requirements that establish primary drinking water standards for disinfection and chemical constituents, along with secondary standards such as taste, color, odor, and temperature. Provide yearly updates to the Emergency Response Plan, update the five-year Urban Water Management Plan (UWMP), and update the ten-year Water System Plan (WSP).

Water Enterprise Budget Summary

	FY 2019-20	FY 2020-21	FY 2021-22	FY2022-23
Revenue Summary	Actual	Actual	Amended Budget	Proposed Budget
Water Service Revenues	\$ 16,866,269	\$ 17,602,299	\$ 16,707,121	\$ 15,807,000
Connection & Capacity Fees	68,622	175,601	120,000	69,000
Other Revenues	678,147	278,538	250,000	100,000
Total:	\$ 17,613,037	\$ 18,056,439	\$ 17,077,121	\$ 15,976,000

	FY 2019-20	FY 2020-21	FY 2021-22	FY2022-23
Budgeted Expenses	Actual	Actual	Amended Budget	Proposed Budget
Salaries & Benefits	\$ 2,839,987	\$ 2,811,210	\$ 2,994,745	\$ 3,050,067
Supplies & Materials	\$ 1,929,323	\$ 2,171,390	\$ 2,571,616	\$ 2,484,360
Other Charges	\$ 4,827,137	\$ 5,310,885	\$ 4,923,794	\$ 5,659,738
Transfers	\$ -	\$ -	\$ -	\$ -
Total:	\$ 9,596,448	\$ 10,293,485	\$ 10,490,155	\$ 11,194,165



Performance and Workload Measure:	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Estimated	FY2022-23 Target
Number of main break repairs/broken valve replacements performed	119	105	100	100
Water savings achieved through efficiency programs (percent of total sales)	16%	15%	15%	15%

Goals and Accomplishments

FY2021-22 Accomplishments

- ♦ Completed annual Cross-Connection Survey in conjunction with San Mateo County Environmental Services
- ♦ Removed sediment and cleaned interior of four water tanks
- ♦ Completed the annual Water Report to the State Water Resources Board

FY2021-22 Accomplishments (Continued)

- ♦ Completed the annual Water Loss Audit to the State Water Resources Board
- ♦ Managed reduction in groundwater well production with water supply consistent with the Groundwater Storage and Recovery Agreement with the San Francisco Public Utility Commission, Daly City, and Cal Water to allow for storage recovery
- ♦ Completed the Water System master Plan
- ♦ Completed Annual San Bruno Consumer Confidence Report newsletter of water usage and conservation programs
- ♦ Prepared a twice yearly report to the State Water Board to provide effects of any seawater intrusion into the underground drinking water basin
- ♦ Completed potable water discharge section of annual Stormwater Report for San Francisco Bay Regional Water Quality Control Board

FY2022-23 Goals and Objectives

- ♦ Complete Urban Water Management Plan
- ♦ Complete Water Rate Study
- ♦ Complete Water Infrastructure Risk Resilience Assessment
- ♦ Update state-mandated Drinking Water Emergency Response Plan
- ♦ Complete installation of advanced water meters at commercial properties to ensure reliable billing and identify broken or leaking pipes
- ♦ Develop a California Sustainable Groundwater Management Act compliance plan
- ♦ Develop and implement a long term preventative maintenance program and schedule for City water facilities (i.e., tanks, wells, and pump stations)
- ♦ Review and implement recommended improved security features at water system facilities which may include electronic locks, security cameras, and gates
- ♦ Continue to implement water conservation programs, including low flow toilet and washing machine rebate programs, and lawn-be-gone program
- ♦ Complete annual Water Loss Audit to the State Water Quality Control Board, reporting the City's amount and sources of City water loss
- ♦ Continue to manage City wells per the Groundwater Storage Recovery with SFPUC

City of San Bruno

Department of Public Works - Water Revenue & Expenditure

Fiscal Year FY2021-22

Department 611-6110

Revenues

Account	Revenue Account Title	FY2021-22 Amended Budget	FY2022-23 Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
4391	INVESTMENT INCOME	\$ 250,000	\$ 100,000	\$ (150,000)	Decreased Interest
4810	WATER OPERATIONS	16,707,121	15,807,000	(900,121)	Projected based on drought
4811	CONNECTION FEES	50,000	50,000	-	
4812	WATER CAPACITY CHARGES	70,000	19,000	(51,000)	Based on Development and Projects
4993	REIMBURSEMENTS	-	-	-	
4995	OTHER REVENUE	-	-	-	
4999	NON-OPERATING TRANSFERS	-	-	-	
(A)	Total Revenues	\$ 17,077,121	\$ 15,976,000	\$ (1,101,121)	

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	SALARIES	\$ 1,853,326	\$ 1,854,958	\$ 1,632	
	FRINGE BENEFITS	1,141,419	1,195,109	53,690	Increased fringe benefit costs
	Total Salaries & Benefits	\$ 2,994,745	\$ 3,050,067	\$ 55,322	
6001	OFFICE SUPPLIES	\$ 3,000	\$ 2,000	\$ (1,000)	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	\$ -	\$ 2,000	\$ 2,000	
6101	GAS AND OIL	\$ 40,000	\$ 45,000	5,000	
6102	OPERATING SUPPLIES	\$ 194,000	\$ 194,000	-	
6109	PARTS AND MATERIALS	\$ 247,000	\$ 247,000	-	
6112	POSTAGE	\$ 3,000	\$ 4,000	1,000	
6301	BUILDING & GROUNDS MAINTENANCE	\$ 18,000	\$ 25,000	7,000	
6304	MAINTENANCE	\$ -	\$ -	-	
6309	RADIO MAINTENANCE	\$ -	\$ -	-	
6401	PROFESSIONAL SERVICES	\$ 357,748	\$ 204,000	(153,748)	Removed One Time Enhancement for Water Study and PO Carryovers removed/completed
6402	LEGAL EXPENSES	\$ 2,000	\$ 2,000	-	
6403	PERSONNEL SERVICES	\$ 62,648	\$ 40,000	(22,648)	Part time temp/seasonal personnel coverage
6405	TRAINING/MEETINGS/CONFERENCES	\$ 24,000	\$ 15,000	(9,000)	Educational Tuition reimbursement
6406	PROFESSIONAL DEVELOPMENT	\$ 2,500	\$ 2,000	(500)	
6409	SPECIAL PROJECTS	\$ -	\$ -	-	
6411	CONTRACTUAL SERVICES	\$ 527,361	\$ 460,000	(67,361)	PO Carryovers removed/completed
6419	OTHER SERVICES	\$ 212,000	\$ 214,000	2,000	
6450	COMMUNICATIONS	\$ 12,860	\$ 12,860	-	
6502	COMMUNITY PROMOTION	\$ 35,000	\$ 35,000	-	
6531	UTILITIES	\$ 420,000	\$ 570,000	150,000	Increased Utility costs due to Wells operating 100%
6601	RENTAL & LEASES	\$ 343,000	\$ 343,000	-	
6650	TOOLS & EQPT. -\$25K	\$ 55,500	\$ 55,500	-	
6701	DUES & MEMBERSHIPS	\$ 12,000	\$ 12,000	-	
	Total Supplies & Materials	\$ 2,571,616	\$ 2,484,360	\$ (87,256)	
7041	COUNTY SVCE.CHARGES	\$ 200	\$ 200	\$ -	
7061	WATER PURCHASES-SF	\$ 2,400,000	\$ 2,900,000	500,000	Increased SF Water Purchase
7069	INTERGOVERNMENTAL-OTHER	\$ 65,000	\$ 65,000	-	
7901	INTERNAL SERVICE ALLOCATIONS	\$ 778,823	\$ 936,965	158,142	Increased Department Internal Allocations
7902	INTERDEPARTMENTAL CHARGES	\$ 1,679,771	\$ 1,757,573	77,802	Decreased Interdepartmental Allocations
	Total Other Charges	\$ 4,923,794	\$ 5,659,738	\$ 735,944	
8999	NON-OPERATING TRANSFER	\$ -	\$ -	\$ -	
	Total Transfers	\$ -	\$ -	\$ -	
(B)	Total Expenditures	\$ 10,490,155	\$ 11,194,165	\$ 704,010	
(A) - (B)	Surplus / (Deficit)	\$ 6,586,966	\$ 4,781,835	\$ (1,805,131)	

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Public Works Department Wastewater Division

The Wastewater Division is committed to serving the community by providing rapid, professional, and cost-effective maintenance of the wastewater collection system, striving to meet all Environmental Protection Agency and State of California requirements.

Overview

The Wastewater Division of the Public Works Department is responsible for the wastewater collection system throughout the City including all sewer mains, manholes, six lift stations, and two San Mateo County-owned Flood Control District pump stations. In addition, the Division and its employees are directly responsible for adhering to all wastewater discharge requirements, recently revised by the U.S. Environmental Protection Agency and the State Water Resources Control Board.

Wastewater treatment is handled under a Joint Powers Agreement with the City of South San Francisco (SSF). Each day, approximately 3.4 million gallons of effluent are pumped from San Bruno through the Shaw Road Pump Station and treated at the jointly owned SSF/San Bruno Water Quality Control Facility. The treatment facility, located on Belle Air Road just north of the San Francisco International Airport in the City of South San Francisco, is operated and maintained by the City of South San Francisco, which also administers the State-mandated Water Quality Control and Industrial Waste Discharge Program. Treated wastewater is discharged two miles out into San Francisco Bay via a joint outfall pipeline shared by the cities of San Bruno, South San Francisco, Millbrae, Burlingame, Colma and the San Francisco Airport. The primary program services include:

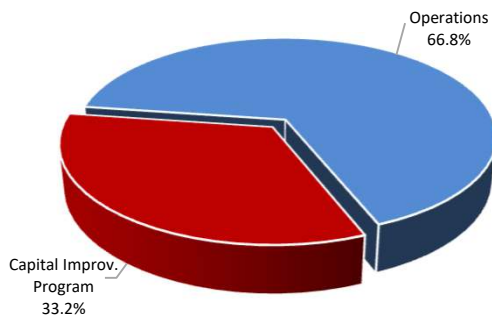
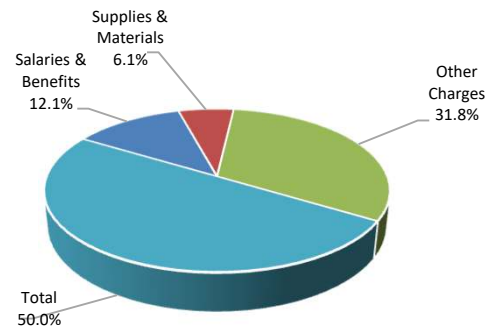
- **Sewer Collection System Maintenance and Operation**
Manage non-emergency rehabilitation and replacement of sanitary sewer system components including manholes and main replacement or rehabilitation. Best practices include a computerized work order system, data display of remote sanitary sewer pumping stations, geographic information system (GIS) mapping, closed circuit televising of the collections system, safety training such as confined space entry, and other best practices as determined by Federal and State regulations.
- **Response to Urgent Community Needs**
Provide around-the-clock customer service response to emergency calls related to sewer main and lateral sewer blockages and overflows. Other related service call tasks include root related issues and backflows into private property.
- **Regulatory Compliance**
Provide preventative maintenance on sewer pipe mains, and pump stations. Activities include main line flushing, video inspection, manhole cleaning, pump maintenance, and mechanical rodding. Complete scheduled and emergency repairs of sewer mains, and manholes. Pipe repair tasks include pipe failures, structural decomposition, offsets, root intrusion, cracks, and pipe sagging. Manhole repairs include rim and lid replacement, minor cone failure, and basin failure. Conduct field investigations used to target needed Capital Improvement Projects.

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Wastewater Enterprise Budget Summary

Revenue Summary	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY2022-23 Proposed Budget
Wastewater Service Revenues	\$18,087,342	\$18,298,857	\$17,459,376	\$16,550,000
Connection & Capacity Fees	53,187	148,730	110,000	17,000
Other Revenues	723,950	272,818	420,000	110,000
Total:	\$18,864,479	\$18,720,406	\$17,989,376	\$16,677,000

Budgeted Expenses	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY2022-23 Proposed Budget
Salaries & Benefits	\$2,534,419	\$2,513,715	\$2,534,663	\$2,585,864
Supplies & Materials	\$1,179,032	\$765,250	\$1,383,718	\$1,295,068
Other Charges	\$5,303,651	\$5,669,902	\$5,940,514	\$6,768,207
Transfers	\$0	\$0	\$0	\$0
0	\$9,017,101	\$8,948,867	\$9,858,895	\$10,649,139

**Operations vs. Capital Improvement.
Program****Budget by Category**

Performance and Workload Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Estimated	FY2022-23 Target
Number of Sanitary Sewer Overflows (SSOs)	5	1	1	0
Number of lateral spot repairs	5	0	5	0
Number of mainline spot repairs	57	31	50	49
*SSOs/Consent Decree (CD) Maximum reported on calendar year basis. CD expected to expire 9/2021.				

Goals and Accomplishments**FY2021-22 Accomplishments**

- ♦ Completed at least 39 Grade 3 to 5 (of 0-5 scale) sewer main spot repairs to minimize the number of sewer overflows and to maintain a correct operating system
- ♦ Manage the point-of-sale private sewer lateral inspection and replacement program
- ♦ Reviewed and implemented recommended improved security features at water system facilities which may include installing electronic locks, security cameras, and gates

FY2021-22 Accomplishments (Continued)

- ♦ Completed video inspection of 647 main and manhole location as part of the new re-occurring video sewer pipe inspection program for continual reliability of the system
- ♦ Updated GIS sewer maps to match newly completed sewer pipeline projects

FY2022-23 Goals and Objectives

- ♦ Complete at least 20 Grade 3 to 5 sewer main spot repairs to minimize the number of sewer overflows and to maintain a correct operating system
- ♦ Complete video inspections of 360 sewer main and manhole location as part of the new re-occurring video sewer pipe inspection program for continual reliability of the system
- ♦ Manage the point-of-sale private sewer later inspection and replacement program
- ♦ Review and implement recommended improved security features at water system facilities which may include installing electronic locks, security cameras, and gates
- ♦ Review and make necessary revisions to the Sanitary Sewer Management Plan based on new requirements that the State Water Resource Control Board may have
- ♦ Update GIS sewer maps to match newly completed sewer pipeline projects

City of San Bruno

Department of Public Works - Wastewater Revenue & Expenditure

Fiscal Year FY2022-23

Department 631-6310

Revenues

Account	Revenue Account Title	FY2021-22 Amended Budget	FY2022-23 Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
4391	INVESTMENT INCOME	\$ 410,000	\$ 100,000	\$ (310,000)	Decreased Interest
4830	SEWER OPERATIONS	17,459,376	16,550,000	(909,376)	Projected based on drought
4832	SEWER CAPACITY CHARGES	110,000	17,000	(93,000)	Projected based on Development
4833	INSPECTION	10,000	10,000	-	
4993	REIMBURSEMENTS	-	-	-	
4994	RECOVERIES	-	-	-	
(A)	Total Revenues	\$ 17,989,376	\$ 16,677,000	\$ (1,312,376)	

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	SALARIES	\$ 1,540,408	\$ 1,571,562	\$ 31,154	
	FRINGE BENEFITS	994,255	1,014,302	20,047	
	Total Salaries & Benefits	\$ 2,534,663	\$ 2,585,864	\$ 51,201	
6001	OFFICE SUPPLIES	\$ 4,500	\$ 2,000	\$ (2,500)	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	\$ -	\$ 2,000	\$ 2,000	
6101	GAS AND OIL	\$ 32,000	32,000	-	
6102	OPERATING SUPPLIES	\$ 100,000	105,000	5,000	
6112	POSTAGE	\$ 300	300	-	
6401	PROFESSIONAL SERVICES	\$ 219,003	135,000	(84,003)	Rate Study removed and PO Carryovers removed/completed
6402	LEGAL EXPENSES	\$ 2,000	2,000	-	
6403	PERSONNEL SERVICES	\$ 47,648	25,000	(22,648)	PO Carryovers removed/completed
6405	TRAINING/MEETINGS/CONFERENCES	\$ 15,000	19,000	4,000	
6406	PROFESSIONAL DEVELOPMENT	\$ 2,000	1,500	(500)	
6409	SPECIAL PROJECTS	\$ -	-	-	
6411	CONTRACTUAL SERVICES	\$ 685,000	685,000	-	
6419	OTHER SERVICES	\$ 92,000	94,000	2,000	
6450	COMMUNICATIONS	\$ 18,000	18,000	-	
6601	RENTAL & LEASES	\$ 103,768	103,768	-	
6650	TOOLS & EQPT. -\$25K	\$ -	-	-	
6701	DUES & MEMBERSHIPS	\$ 15,500	15,500	-	
6702	PUBS & SUBSCRIPTIONS	\$ -	-	-	
	Total Supplies & Materials	\$ 1,383,718	\$ 1,295,068	\$ (88,650)	
7062	WASTE TREATMENT-SSF	\$ 3,413,957	3,957,413	543,456	Increased SSF Plant costs
7069	INTERGOVERNMENTAL-OTHER	\$ 20,000	20,000	-	
7901	INTERNAL SERVICE ALLOCATIONS	\$ 874,712	1,088,711	213,999	Increased Department Internal Serv allocations
7902	INTERDEPARTMENTAL CHARGES	\$ 1,631,845	1,702,083	70,238	Increased Interdepartmental charges
	Total Other Charges	\$ 5,940,514	\$ 6,768,207	\$ 827,693	
8999	NON-OPERATING TRANSFER	\$ -	-	-	
	Total Transfers	\$ -	-	-	
(B)	Total Expenditures	\$ 9,858,895	\$ 10,649,139	\$ 790,244	
(A) - (B)	Surplus ((Deficit)	\$ 8,130,481	\$ 6,027,861	\$ (2,102,620)	

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Public Works Department Stormwater Division

The Stormwater Division is committed to providing rapid, professional, and cost-effective street sweeping and stormwater collection system maintenance services.

Overview

The Stormwater Division is responsible for maintaining the Stormwater conveyance system, as well as adhering to the requirements outlined in the National Pollutant Discharge Elimination System (NPDES) permit. These duties are accomplished through implementation of a number of programs as outlined in the following levels of service:

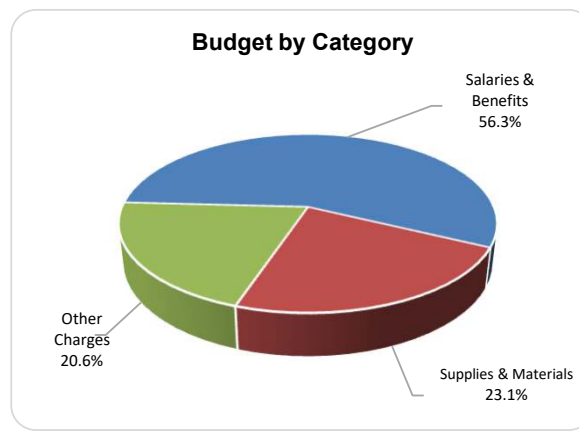
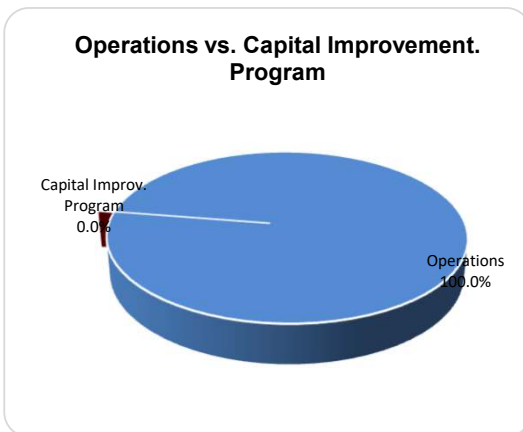
- **Discretionary Customer Service Activities**
Provide sandbags for resident and business owner use during the wet season. Respond and assist residents with drainage and runoff issues.
- **Routine Repair and Maintenance**
Maintain and repair City owned valley gutters by removing sediment, debris, and vegetation to optimize storm flow. Maintain and repair storm drain mains, catch basins, and grates.
- **Regulatory Compliance and Best Management Practices**
Perform semimonthly cleaning of all residential, commercial and industrial roadways. Clean storm grates and trash racks quarterly and provide regular street sweeping service in all residential and commercial areas of the City during periods of rainfall to prevent flooding. Inspect and/or install erosion control materials on hillsides at known slide locations during and after periods of rainfall. Implementation of the Long-Term Trash Reduction Plan to comply with the Municipal Regional Permit (MRP) in reducing the trash load to the storm drainage system to reach No Visual Impact by 2022. Respond to illicit discharges to the Storm Drain System.

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Stormwater Enterprise Budget Summary

Funding Summary	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY2022-23 Proposed Budget
Stormwater Fund	\$ -	\$ -	\$ -	\$ -
Investment Income	19,084	5,302	8,000	5,000
NPDES-Storm Fee	561,761	561,761	570,000	570,000
Street Sweeping Reimbursement	88,795	92,956	81,500	75,000
Other Revenue	0	0	1,000,000	0
Total:	\$ 669,640	\$ 660,018	\$ 1,659,500	\$ 650,000

Budgeted Expenses	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY2022-23 Proposed Budget
Salaries & Benefits	\$ 664,614	\$ 783,865	\$ 848,895	\$ 864,193
Supplies & Materials	\$ 254,590	251,655	301,580	353,800
Other Charges	\$ 94,552	96,975	317,563	316,473
Total:	\$ 1,013,755	\$ 1,132,495	\$ 1,468,038	\$ 1,534,466



Performance and Workload Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Estimated	FY2022-23 Target
Number of curb miles swept (Street Sweeping)	5,540	5,540	5,540	5,540
Number of catch basins cleaned and inspected annually	2,680	2,680	2,680	2,680
Illegal dumping pickup incident responses	1,400	2,000	533	500

Goals and Accomplishments

FY2021-22 Accomplishments

- ♦ Coordinated and monitored on-going San Francisco Bay Regional Water Quality Control Board Stormwater initiatives
- ♦ Completed installation of an additional 6 trash capture units and repaired/replaced 6 others
- ♦ Completed annual trash capture device inspections and cleaning program in order to meet requirements of the MRP
- ♦ Completed annual Stormwater Report for San Francisco Bay Regional Water Quality Control Board as required by the Municipal Regional Stormwater Permit (MRP) in coordination with Community Services and Community Development Departments

FY2021-22 Accomplishments (continued)

- ♦ Completed 1,033 feet of culvert inspections as part of the annual condition assessment program and completed video inspection of approximately 4,435 feet of storm drain mains.
- ♦ Completed annual 9 scheduled sidewalk pressure washing of downtown sidewalks to remove gum, soils, and debris, and to support a safe and clean public environment
- ♦ Provided ongoing monitoring, and coordination for San Bruno Underpass flooding that could affect flooding and interrupt traffic
- ♦ Participated in San Mateo Countywide Pollution Prevention Programs, Trash Committee, Municipal Maintenance Work Shops and Assessment training
- ♦ San Mateo County (Water Pollution Prevention Program) completed trash assessment for 71 locations to comply with State trash reduction requirements
- ♦ Maintained year-round self-serve sand bagging station at City Hall parking lot to provide residents with measures to reduce flood-related property damage
- ♦ Removed and cleaned storm drain tops, deployed additional street sweeper, and inspected hillside areas subject to potential earth movement during and after all rain events
- ♦ Completed video inspection of 4 broken storm drain inlet structures to assess conditions and develop a repair schedule
- ♦ Coordinated with our oncall Storm Spot repair contractor to complete Engvall canyon repairs to the front trash rack, installed drainage system including 2 new Storm Drain Inlets on the road area and the installation of a new trash rack on the road. Contractor also completed replacement of damaged corrugated pipe at three other location. Fleetwood Dr., Santa Helena and London Ct.
- ♦ Responded to, and picked up, trash and debris in 2021 at 498 locations and 35 location as of the beginning of March 2021,

FY 2022-23 Goals and Objectives

- ♦ Manage and complete spot repairs of priority stormwater collection system locations
- ♦ Coordinate and monitor on-going San Francisco Bay Regional Water Quality Control Board Stormwater initiatives
- ♦ Complete annual trash capture device inspections and cleaning program in order to meet requirements of the MRP
- ♦ Develop the next phase of trash capture device installations recommended in the City's 2017 Feasibility Study to meet requirements of the New MRP 3.0
- ♦ Complete annual Stormwater Report for San Francisco Bay Regional Water Quality Control Board as required by the Municipal Regional Stormwater Permit (MRP) in coordination with Community Services and Community Development Departments
- ♦ Continue culvert and storm water main inspection and condition assessment

City of San Bruno
Department of Public Works - Stormwater Revenue & Expenditure
Fiscal Year FY2022-23
Department 621-6210

Revenues

Account	Revenue Account Title	FY2021-22 Amended Budget	FY2022-23 Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
4391	INVESTMENT INCOME	\$ 8,000	\$ 5,000	\$ (3,000)	Decreased Interest
4542	NPDES-STORM FEE	570,000	570,000	-	
4544	STREET SWEEPING REIMBURSEMENT	81,500	75,000	(6,500)	Decreased Measure M / CCAG
4995	OTHER REVENUE	1,000,000	-	(1,000,000)	Removed One-Time ARPA Funding for Stormwater
(A)	Total Revenues	\$ 1,659,500	\$ 650,000	\$ (1,009,500)	

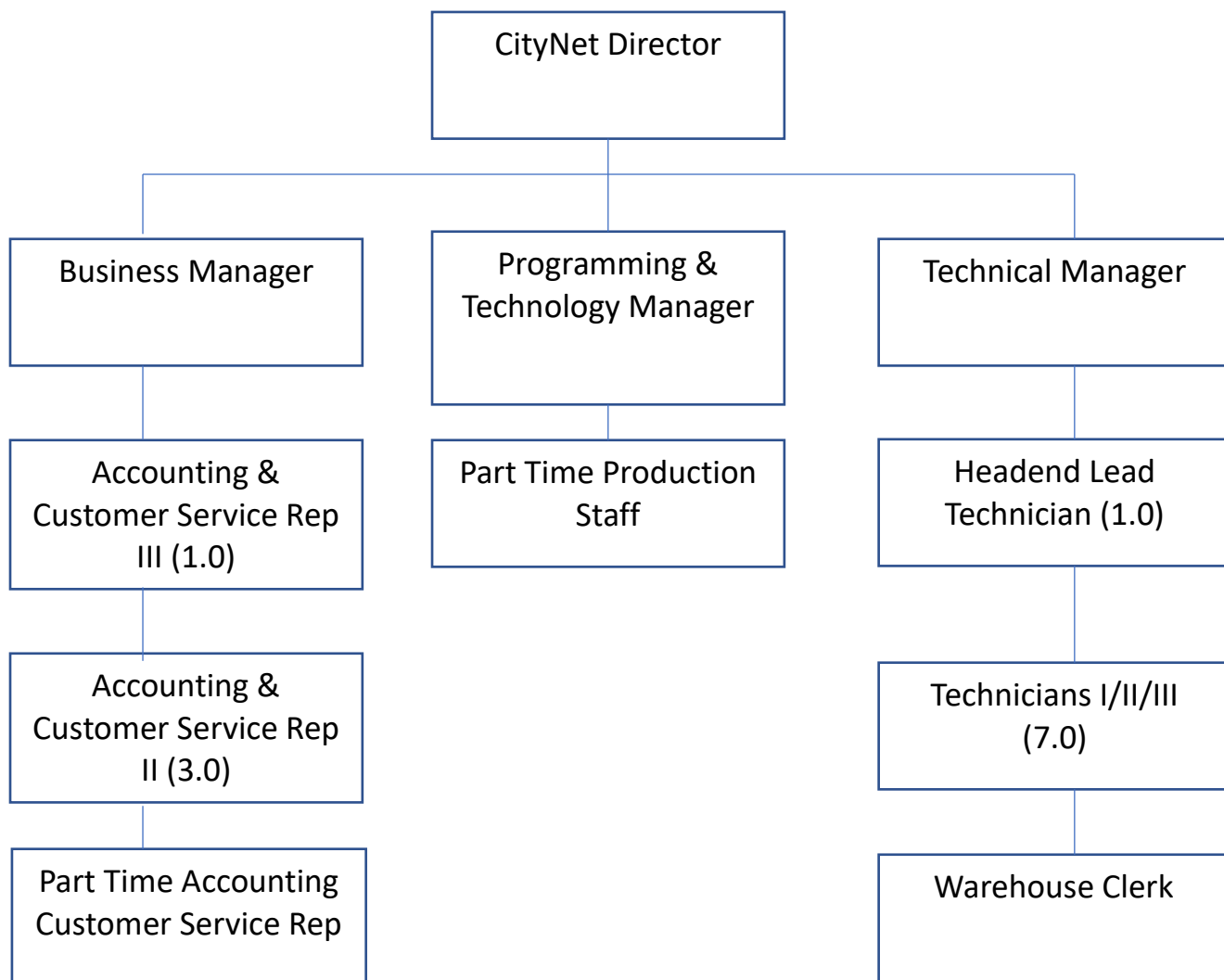
Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	SALARIES	\$ 495,801	\$ 498,593	\$ 2,792	
	FRINGE BENEFITS	353,094	365,600	12,506	
	Total Salaries & Benefits	\$ 848,895	\$ 864,193	\$ 15,298	
6101	GAS AND OIL	\$ 22,000	\$ 22,000	\$ -	
6102	OPERATING SUPPLIES	\$ 30,100	30,100	-	
6112	POSTAGE	\$ 650	750	100	
6401	PROFESSIONAL SERVICES	\$ 3,600	3,600	-	
6403	PERSONNEL SERVICES	\$ 11,780	10,000	(1,780)	
6405	TRAINING/MEETINGS/CONFERENCES	\$ 5,500	7,000	1,500	
6406	PROFESSIONAL DEVELOPMENT	\$ 250	250	-	
6411	CONTRACTUAL SERVICES	\$ 210,000	262,400	52,400	Increased Downtown Sidewalk pressure washing on San Mateo Ave
6419	OTHER SERVICES	\$ 15,000	15,000	-	
6450	COMMUNICATIONS	\$ 850	850	-	
6601	RENTAL & LEASES	\$ 1,000	1,000	-	
6701	DUES & MEMBERSHIPS	\$ 850	850	-	
	Total Supplies & Materials	\$ 301,580	\$ 353,800	\$ 52,220	
7041	COUNTY SVCE.CHARGES	\$ 200	\$ 200	\$ -	
7069	INTERGOVERNMENTAL-OTHER	\$ -	-	-	
7901	INTERNAL SERVICE ALLOCATIONS	\$ 41,990	26,486	(15,504)	Increased Internal Service Allocations
7902	INTERDEPARTMENTAL CHARGES	\$ 275,373	289,787	14,414	Increased Interdepartmental Allocation
	Total Other Charges	\$ 317,563	\$ 316,473	\$ (1,090)	
(B)	Total Expenditures	\$ 1,468,038	\$ 1,534,466	\$ 66,428	

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CityNet Services

CityNet Services



CityNet Services

CityNet Services delivers a full suite of competitive products including broadband Internet, Television, Video on Demand, DVR's, Local Origination, , and telephone services to residents and businesses in San Bruno. Services are delivered to 83% of the city over a Hybrid Fiber/Coax cable plant, with the remaining 17% served by a state-of-the-art Fiber to the Home plant. CityNet Services provides excellent customer care and service; and works to enhance the overall value of the municipal enterprise.

Overview

The CityNet Services Department is responsible for the operations of San Bruno CityNet Services, the City's telecommunications enterprise and San Bruno Cable Channel 1, the City's governmental access channel. San Bruno CityNet Services delivers a full suite of video, data, and voice services to residential and business customers on a cable plant consisting of over 100 miles of a of fiber and coaxial cable. The CityNet Services Department provides a mix of services to more than 7,400 customer homes and businesses in San Bruno. The local Cable Channel covers many local City meetings, events and festivities and produces and airs local programming. San Bruno CityNet Services also provides and maintains the City's fiber optic communications network. The Enterprise's work program consists of the following:

- **Customer Care and Support**

Provide excellent customer care and support through the employment of tenured and experienced management, customer service personnel, and field technicians. Deliver the highest quality 24/7 technical support service, informational website, online support, online bill presentation, and online payment options for subscribers.

- **Optimized Delivery System**

Maintain the cable system in compliance with Federal Communication Commission (FCC) regulations and implement cable technology to ensure the most efficient utilization of the infrastructure. Optimize the cable infrastructure for delivery of broadband video, data and voice services. As part of this Program, San Bruno CityNet Services has replaced infrastructure in select areas with fiber directly to the home or business.

- **Services**

Offer a comprehensive suite of video products including Standard Definition television, High-Definition television, International programming, Video on Demand, Pay-Per-View, sports subscription packages, and digital music services. Offers a variety of value-oriented services to enhance customer choice and value, such as the following:

- **High Speed Internet Service**

Internet service with speeds of up to 1000 Mbps down and 1000Mbps up (Fiber to the Home areas).

- **Wi-Fi Internet Service**

Wi-Fi Internet service to residences, Senior Center, and other City facilities. Service to expand to other areas within the City based on feasibility and demand.

- **Voice Over Internet Protocol Phone Service (VoIP)**

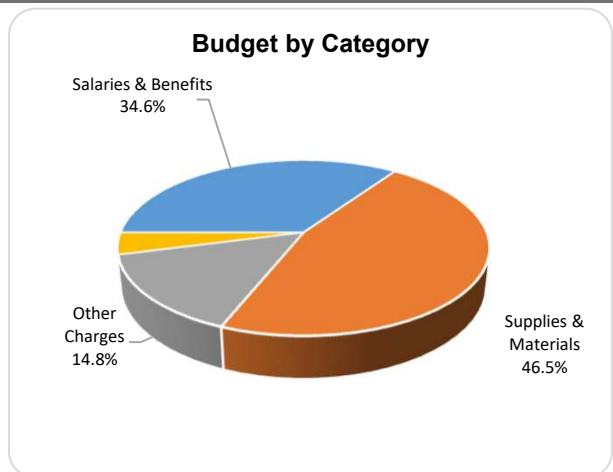
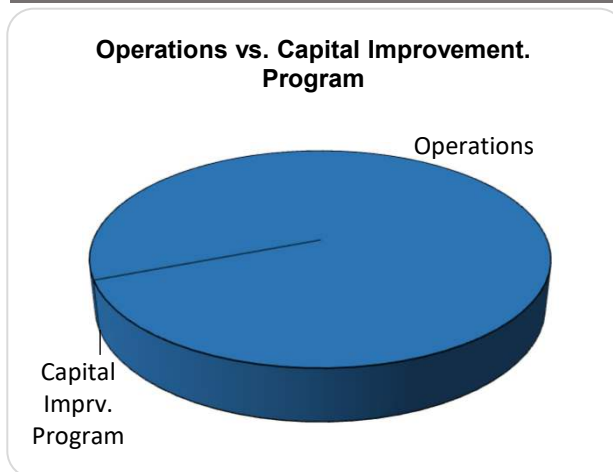
Residential VoIP phone service comprising of unlimited local calling, unlimited domestic long distance, unlimited international calling to 20 countries that are included in the

- calling plan, and a standard set of calling features such as voicemail, caller ID, call waiting and call forwarding among others; and international calling to hundreds of other countries at very low per minute calling rates.
- **Commercial Voice and Data Services**
Commercial voice using multimedia terminal adapters or as a hosted IP PBX service with additional value-added services available such as eFax (Internet based fax) and 1-800 Virtual Number service. Dedicated IP Ethernet, point-to-point Ethernet transport with symmetrical speeds up to 1000 Mbps are also available.
 - **Over the Top TV Services**
Select Video Services available for viewing on mobile devices which will include Internet Protocol TV (IPTV) Services starting in the 2022-23 fiscal year. This enhancement to the traditional method of viewing on Television sets adds convenience to the user and assists in retaining video subscriptions.
 - **Local Origination Programming**
Televisе live City meetings, select school board meetings, and local events. The camera and editing equipment are also used to promote the CityNet Services Department's programming, and services to meet contractual demands for promotion of select channels. Public service announcements and department information videos are produced to advertise community events or as a means of City outreach. The local programs produced are related to issues that are of interest to the community of San Bruno.

CityNet Department Budget Summary

Revenue Summary	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY2022-23 Proposed Budget
Basic Service	\$2,707,655	\$2,700,456	\$3,166,500	\$2,870,774
Internet Service Fees	\$3,968,913	\$3,896,658	\$4,203,000	\$4,013,809
Pay-Per-View Services	\$488,333	\$450,256	\$402,500	\$402,500
Digital Service	\$995,703	\$845,103	\$910,000	\$675,000
International Programming	\$80,292	\$73,685	\$80,000	\$40,000
Fees & Taxes	\$281,659	\$254,093	\$249,745	\$227,869
Voice Service	\$312,628	\$266,805	\$280,000	\$215,000
Fiber Leasing	\$134,023	\$131,352	\$162,000	\$175,000
TV Guide Magazine	\$1,722	\$1,565	\$980	\$764
Commercial Phone & Data	\$64,395	\$49,239	\$34,800	\$50,800
Other Receipts	\$264,652	\$347,835	\$321,250	\$265,648
Total:	\$9,299,974	\$9,017,048	\$9,810,775	\$8,937,164

Budgeted Expenses	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY2022-23 Proposed Budget
Salaries & Benefits	\$3,289,601	\$3,255,801	\$3,265,718	\$3,018,837
Supplies & Materials	\$5,652,234	\$5,211,394	\$4,940,067	\$4,049,561
Other Charges	\$937,843	\$1,046,111	\$1,294,385	\$1,291,977
Non-Operating Transfer	1,654	\$0	\$352,057	\$352,057
Total:	\$9,881,332	\$9,513,306	\$9,852,227	\$8,712,432



Performance and Workload Measure:	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Estimated	FY2022-23 Target
Service Households	7,309	7,000	7,150	6,250
Service Calls	2,400	2,400	2,400	1,900
New Customer Installations	1,112	1,112	1,800	1,250
Total Homes Served	7,805	7,346	7,068	6,650
Total Video Programs Recorded/Live	85	85	85	85

Goals and Accomplishments

FY2021-22 Accomplishments

- * System maintained 99% uptime with 100% increases in TV and internet useage across the subscriber base
- * Rate of subscriber losses, mostly TV subscribers, reduced from 48 per month in 2020-21 to 28 per month in 2021-22
- * Internet subscriptions increased from over 80% of total subscribers to over 90% in 2021-22
- * IPTV service launched towards end of fiscal year
- * Internet connectivity capacity increased from 22.5 dedicated Gigabits to 30 dedicated Gigabits
- * 300 active interdiction taps replaced with passive taps by Staff
- * Channel 1 upgraded from Standard Definition to High Definition
- * Fiber upgrades in select neighborhoods undertaken by Staff

FY2022-23 Goals and Objectives

- * Commence switching over current TV subscribers to new IPTV platform; achieve 500 IPTV subscriber goal
- * Apply for grant funding to support system wide fiber upgrade
- * Automate sign up, service calls and account changes through the CityNet website
- * Increase subscriber sign ups to internet and new IPTV platforms through year round marketing campaign calendar
- * Achieve system profitability for the fiscal year and commence payments on the General Fund loan

City of San Bruno

FY2022-23 Budget

Fiscal Year FY2022-23

Department 641-6410

Revenues

Account	Revenue Account Title	FY2021-22 Amended Budget	FY2022-23 Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
48xx	BASIC SERVICE	\$ 3,166,500	\$ 2,870,774	\$ (295,726)	Decrease in Traditional TV subscriptions and slow up take of IPTV
48xx	INTERNET SERVICE FEES	\$ 4,203,000	\$ 4,013,809	\$ (189,191)	Downward adjustment of subscriber projections and rates for 1 Gigabit vs 100 Mbps connections
48xx	PAY-PER-VIEW SERVICES	\$ 402,500	\$ 402,500	\$ -	
4862	DIGITAL SERVICE	\$ 910,000	\$ 675,000	\$ (235,000)	Linked to TV subscribers
4856	INTERNATIONAL PROGRAMMING	\$ 80,000	\$ 40,000	\$ (40,000)	Reduced International Programming
48xx	FEES & TAXES	\$ 249,745	\$ 227,869	\$ (21,876)	
4864	VOICE SERVICE	\$ 280,000	\$ 215,000	\$ (65,000)	Lower projection of subscriber penetration
4866	FIBER LEASING	\$ 162,000	\$ 175,000	\$ 13,000	
4867	TV GUIDE MAGAZINE	\$ 980	\$ 764	\$ (216)	
48xx	COMMERCIAL PHONE & DATA	\$ 34,800	\$ 50,800	\$ 16,000	
48xx	OTHER RECEIPTS	\$ 321,250	\$ 265,648	\$ (55,602)	Installation charges, Commissions & Ad Sales, Wi-Fi Revenue and other uncovered revenue sources
(A)	Total Revenues	\$ 9,810,775	\$ 8,937,164	\$ (873,611)	

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	SALARIES	\$ 2,001,172	\$ 1,808,432	\$ (192,740)	Reduced FTE count from 19.0 to 17.0
	Fringe Benefits	1,264,546	1,210,405	\$ (54,141)	
	Total Salaries & Benefits	\$ 3,265,718	\$ 3,018,837	\$ (246,881)	
6001	OFFICE SUPPLIES	\$ 10,000	\$ 6,027	\$ (3,973)	
6101	GAS AND OIL	\$ 16,500	\$ 22,626	\$ 6,126	
6102	OPERATING SUPPLIES	\$ 36,200	\$ 15,000	\$ (21,200)	Reduced overall expenditures
6112	POSTAGE	\$ 34,000	\$ 12,500	\$ (21,500)	Postage moved to 6419 as part of bill production costs
6304	MAINTENANCE	\$ 544,709	\$ 427,788	\$ (116,921)	Cisco Smartnet costs reduced and shared with It. Arris Service Contract reduced as well.
6401	PROFESSIONAL SERVICES	\$ 48,000	\$ 52,800	\$ 4,800	
6402	LEGAL EXPENSES	\$ 2,000	\$ 2,000	\$ -	
6405	TRAINING/MEETINGS/CONFERENCES	\$ 4,500	\$ 6,500	\$ 2,000	
6406	PROFESSIONAL DEVELOPMENT	\$ 3,500	\$ 3,500	\$ -	
6409	SPECIAL PROJECTS	\$ 26,000	\$ 30,000	\$ 4,000	
6411	CONTRACTUAL SERVICES	\$ 3,032,749	\$ 2,198,055	\$ (834,694)	Projected reduced TV Subscriptions as slow move to IPTV
6412	INTERNET SERVICE FEES	\$ 542,575	\$ 564,725	\$ 22,150	Projected increase due to annual resets in service contracts
6419	OTHER SERVICES	\$ 97,515	\$ 140,040	\$ 42,525	Increase in Credit Card and ACH fees as well as Bill Production and Printing. The latter increase correlates to a decrease in direct Postage Costs
6450	COMMUNICATIONS	\$ 16,000	\$ 12,100	\$ (3,900)	
6502	COMMUNITY PROMOTION	\$ 20,000	\$ 17,500	\$ (2,500)	
6531	UTILITIES	\$ 220,000	\$ 225,000	\$ 5,000	
6541	LICENSING FEES	\$ 13,700	\$ 13,700	\$ -	
6601	RENTAL & LEASES	\$ 36,800	\$ 42,500	\$ 5,700	
6650	TOOLS & EQPT. -\$25K	\$ 228,414	\$ 250,000	\$ 21,586	Projected increase in fiber electronic purchases for both field and headend due to small scale fiber rollout project in Spyglass/Seacliff
6701	DUES & MEMBERSHIPS	\$ 6,705	\$ 5,000	\$ (1,705)	
6702	PUBS & SUBSCRIPTIONS	\$ 200	\$ 200	\$ -	
	Total Supplies & Materials	\$ 4,940,067	\$ 4,047,561	\$ (892,506)	
7041	COUNTY SVCE.CHARGES	\$ 70	\$ 72	\$ 2	
7063	CITY TAXES & FEES	\$ 349,257	\$ 271,420	\$ (77,837)	Due to lower projected TV revenues in fiscal 2022-23. Calculated at 5% of gross TV revenues.
7069	INTERGOVERNMENTAL-OTHER	\$ 1,921	\$ 1,921	\$ -	
7901	INTERNAL SERVICE ALLOCATIONS	\$ 277,853	\$ 273,162	\$ (4,691)	
7902	INTERDEPARTMENTAL CHARGES	\$ 665,284	\$ 726,507	\$ 61,223	Increased Interdepartmental costs to cover Internal Services allocations
	Total Other Charges	\$ 1,294,385	\$ 1,273,082	\$ (21,303)	

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
6919	BAD DEBT EXPENSE	\$ -	\$ 12,000	\$ 12,000	
8926	CATV EQUITY EARN. TRANSF.	\$ -	\$ -	\$ -	
8992	CUSTOMER OVERPAYMENT REF.	\$ -	\$ 6,895	\$ 6,895	
	Total Transfers	\$ -	\$ 18,895	\$ 6,895	
8999	NON-OPERATING TRANSFER	\$ 352,057	\$ 352,057	\$ -	Cisco Router Lease Payment and CIP Facility Improv
	Total Transfers	\$ 352,057	\$ 352,057	\$ -	
(B)	Total Expenditures	\$ 9,852,227	\$ 8,710,432	\$ (1,153,795)	
(A) - (B)	Surplus / (Deficit)	\$ (41,452)	\$ 226,732	\$ 280,184	

Internal Service Funds
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Internal Service Funds

Central Garage

Building & Facilities

Technology

Self Insurance

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Public Works Department Central Garage Division

The Central Garage serves the citizens of San Bruno by providing City employees with operable, well-maintained vehicles, and equipment necessary to conduct municipal business.

Overview

The Central Garage Division is responsible for managing and maintaining the City's non-Fire vehicles and major equipment, monitoring life-cycle costs and providing recommendations for the vehicle replacement program, development of specifications for and purchase of replacement vehicles, and disposal of City vehicles for salvage value at the end of their serviceable life.

The primary services provided include:

- **Preventive Maintenance and Repair**

Provide service and safety inspection every 3,000 miles for 15 police patrol vehicles, service and safety inspections for 131 other vehicles every 5,000 miles or annually, additional safety inspections every 45 to 90 days for safety-sensitive equipment, and routine repair of various large equipment items. Provide timely and cost-effective repairs that are performed in-house or by contract; contract repairs typically include transmission repair, front-end alignment, and body work/painting, as well as warranty or other cost-saving work.

- **Vehicle Acquisition and Disposal**

Supply timely and efficient procurement, set up, and disposal of two to three police patrol vehicles and approximately ten other vehicles annually, including review of opportunities to use alternative fuel vehicles or other opportunities to reduce air pollution.

- **Support Services**

Provide general use vehicles for City employees who do not regularly use a City vehicle in the performance of their duties. Central Garage maintains the City's fuel storage and delivery system. Provide regularly scheduled and custom repair to a wide variety of tools and equipment.

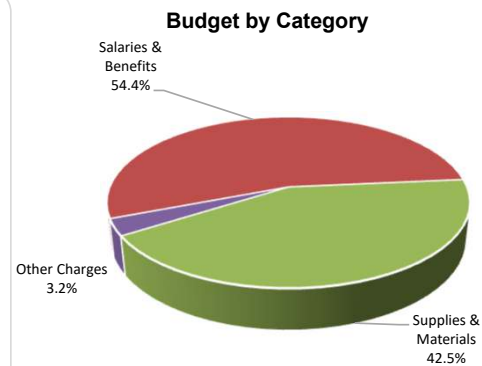
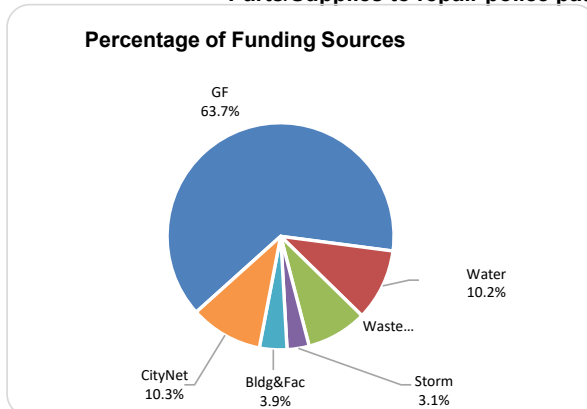
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Central Garage Budget Summary

Funding Summary	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY2022-23 Proposed Budget
Central Garage Fund	\$ -	-	\$ -	\$ -
Operating Charges	810,000	575,000	857,154	713,119
Other Operating transfers	-	-	25,000	-
Total:	\$ 810,000	\$ 575,000	\$ 882,154	\$ 713,119

Budgeted Expenditures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY2022-23 Proposed Budget
Salaries & Benefits	\$ 268,347	\$ 405,482	\$ 434,716	\$ 436,297
Supplies & Materials	316,506	\$ 304,028	344,230	340,750
Other Charges	15,918	\$ 23,089	20,868	25,297
Total:	\$ 600,771	\$ 732,599	\$ 799,814	\$ 802,344

***Parts/Supplies to repair police patrol and older vehicles**



Performance and Workload Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Estimated	FY2022-23 Target
Number of vehicles maintained	146	146	146	148
Number of work orders generated	500	211	539	600
Number of vehicles identified for replacement	7	5	8	12

Goals and Accomplishments

FY2021-22 Accomplishments

- Completed full integration of new fleet management software to better manage workflow and vehicle life cycle
- Developed service portal to help interdepartmental work requests
- Refreshed garage walls and flooring
- Identified and improved parts surplus
- Reduced parts overhead by utilizing lean practice called "Just in time"
- Improvement in proactive maintenance practices to cover previous weak points

FY2022-23 Goals and Objectives

- Continue to improve operating overhead by streamlining parts surplus and storage
- Onboard a replacement mechanic to improve dependency on outside vendors
- Perform fleet study to assist with further fleet utilization and maintenance practices
- Research electric vehicle purchasing and viability for fleet and perform case study on running costs, maintenance, and infrastructure required
- Review and adjust fleet life cycle to maximize cost/risk
- Implement dynamic fleet operations to be more flexible with purchasing and vehicle replacement

City of San Bruno

Department of Public Works - Central Garage Revenue & Expenditure

Fiscal Year FY2022-23

Department 701-1510

Revenues

Account	Revenue Account Title	FY2021-22 Amended Budget	FY2022-23 Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
4911	OPERATING CHARGES	\$ 857,154	\$ 713,120	\$ (144,034)	Internal Service fund department support
4995	OTHER REVENUE	-	\$ -	-	
4999	OTHER OPERATING TRANSFERS	25,000	\$ -	(25,000)	FY21-22 One-Time Enhancements removed
(A)	Total Revenues	\$ 882,154	\$ 713,120	\$ (169,034)	

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	SALARIES	\$ 262,667	\$ 259,249	\$ (3,418)	
	FRINGE BENEFITS	172,049	177,048	4,999	
	Total Salaries & Benefits	\$ 434,716	\$ 436,297	\$ 1,581	
6001	OFFICE SUPPLIES	\$ 500	\$ 250	\$ (250)	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	\$ -	\$ 250	\$ 250	
6101	GAS AND OIL	\$ 5,000	5,000	-	
6102	OPERATING SUPPLIES	\$ 135,500	147,500	12,000	Increasing cost for brakes, hoses and tires, and PD emergency vehicle lighting
6201	BUILDING & GROUNDS SUPPLIES	\$ 10,000	-	(10,000)	Removed One-Time Enhancement for Strip & re-coat the garage bay floors, paint, etc.
6301	BUILDING & GROUNDS MAINTENANCE	\$ -	-	-	
6403	PERSONNEL SERVICES	\$ 16,780	15,000	(1,780)	
6405	TRAINING/MEETINGS/CONFERENCES	\$ 1,500	3,000	1,500	
6406	PROFESSIONAL DEVELOPMENT	\$ 250	250	-	
6411	CONTRACTUAL SERVICES	\$ 130,000	131,000	1,000	
6419	OTHER SERVICES	\$ 28,000	28,000	-	
6450	COMMUNICATIONS	\$ 600	3,000	2,400	
6531	UTILITIES	\$ 1,100	2,500	1,400	
6650	TOOLS & EQPT. -\$25K	\$ 15,000	5,000	(10,000)	Removed One-Time Enhancement for Tool boxes, equipment storage, and work station
6701	DUES & MEMBERSHIPS	\$ -	-	-	
6702	PUBS & SUBSCRIPTIONS	\$ -	-	-	
	Total Supplies & Materials	\$ 344,230	\$ 340,750	\$ (3,480)	
7901	INTERNAL SERVICE ALLOCATIONS	\$ 20,868	\$ 25,297	\$ 4,429	Increased Internal Service Allocations
	Total Other Charges	\$ 20,868	\$ 25,297	\$ 4,429	
(B)	Total Expenditures	\$ 799,814	\$ 802,344	\$ 2,530	
(A) - (B)	Surplus ((Deficit)	\$ 82,340	\$ (89,224)	\$ (171,564)	

Public Works Department Buildings and Facilities Division

The Buildings and Facilities provides facilities maintenance, custodial services, and support to all City building and facilities and City Departments.

Overview

The Building and Facilities Division provides safe, efficient, comfortable, attractive, and functional buildings and facilities for all users of City facilities. The division is responsible for custodial services, routine preventative maintenance, and repairs at City Hall, Cable Television Office, Police Department, two Fire Stations, Senior Center, Veterans Memorial Recreation Center, San Bruno Pool, Portola Performing Arts Center, Belle Air Community Center, Skyline Activity Center, Catalpa Community Center, Carlton Corners, Firemen's Hall, Public Services Corporation Yard, Parks Corporation Yard, Library, as well as restrooms and structures at City parks. The functional program areas of the division are provided through three service areas:

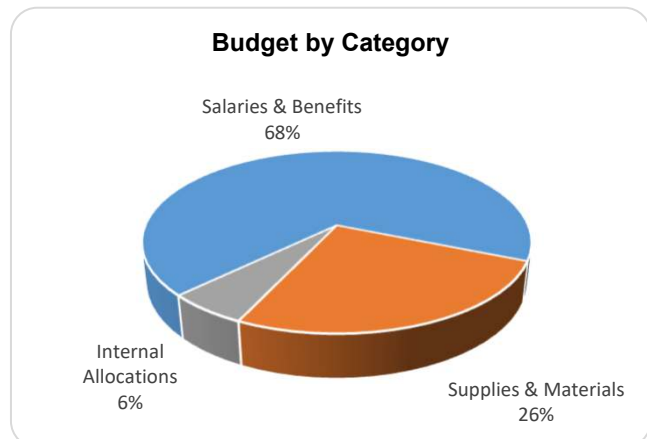
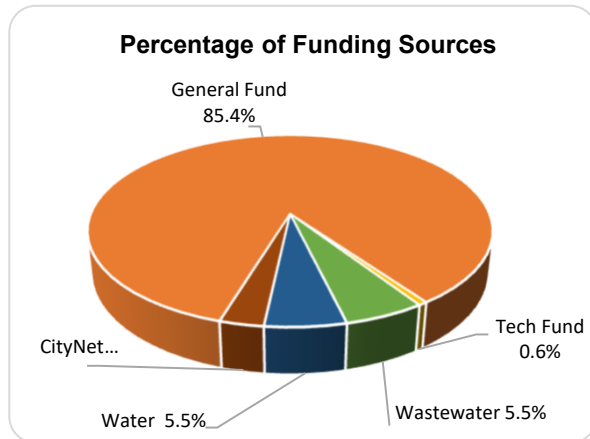
- **Custodial Services and Preventative Maintenance**
Provide routine custodial services and preventative maintenance at 17 City facilities to ensure a clean, well maintained environment for use by the community and City employees.
- **Facility Management and Routine Preventative Maintenance**
Ensure proper maintenance of all City facilities by City staff and contract services. Routine maintenance includes regular inspections and scheduled maintenance for emergency generators, heating and cooling systems, fire extinguishers, elevators, alarm systems, electrical systems, mechanized doors, and building amenities such as doors, flooring, windows, and lighting. The division coordinates work with user departments throughout the City and works in collaboration to prioritize projects and allocate budgeted resources.
- **Repair Services**
Provide repairs to City facilities which occur more routinely as facilities age. These repairs are often unanticipated and occur without warning. Examples include replacement of condensers in cooling systems, equipment part failures in generators, elevators and other electrical systems, and patching aging roofs.

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Building & Facilities Budget Summary

Funding Summary	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY2022-23 Proposed Budget
Building & Facilities Fund Balance	\$ -	\$ -	\$ -	\$ -
Operating Charges	1,514,000	1,724,000	1,805,663	1,551,198
Non Operating Transfers	-	90,000	159,500	-
Total:	\$ 1,514,000	\$ 1,814,000	\$ 1,965,163	\$ 1,551,198

Budgeted Expenditures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY2022-23 Proposed Budget
Salaries & Benefits	\$ 945,196	\$ 1,054,214	\$ 1,279,283	\$ 1,313,506
Supplies & Materials	\$ 369,590	\$ 514,792	\$ 633,909	\$ 495,957
Internal Allocations	\$ 27,005	\$ 27,557	\$ 127,025	\$ 110,568
Total:	\$ 1,341,791	\$ 1,596,562	\$ 2,040,217	\$ 1,920,031



Performance and Workload Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Estimated	FY2022-23 Target
Number of work orders completed	1,497	1,560	2,225	2,400
Square feet of public facilities maintained by custodial staff	119,906	119,906	119,906	119,906
Number of public facilities maintained by two-person utility crew	17	17	17	17

Goals and Accomplishments

FY2021-22 Accomplishments

- ♦ Completed multiple long-term CIP projects
- ♦ Streamlined asset management and service intervals
- ♦ Replaced/Upgraded roofing at our Police Department and Fireman's Hall
- ♦ Replaced Fire Alarm system at City Hall
- ♦ Replaced HVAC at Police Department
- ♦ Replaced HVAC at Arbor Court
- ♦ Replaced HVAC Fireman's Hall
- ♦ Repaired multiple severe leaks in the hydronic system at the Police Department

FY2021-22 Accomplishments (continued)

- ♦ Install building management system (BMS) at the police station to increase energy efficiency and comfort
- ♦ Installed Access control system for City Hall

FY2022-23 Goals and Objectives

- ♦ Implement new roof maintenance contract
- ♦ Replace Roof at Library
- ♦ Update fire alarm control panel at Library
- ♦ Start and Finish any new CIP projects approved during budget cycle
- ♦ Refresh Kitchen at Fire Station 52
- ♦ Assist in planning of replacement of Fire Station 52 and Police Station
- ♦ Continue implementing ADA Plan improvements and recommendations

City of San Bruno
Public Works Department - Building & Facilities Division Revenues & Expenditures
Fiscal Year 2022-23
Department 702-1520

Revenues

Account	Revenue Account Title	FY2021-22 Amended Budget	FY2022-23 Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
4911	OPERATING CHARGES	\$ 1,805,663	\$ 1,551,198	\$ (254,465)	Internal Service fund department support
4999	NON-OPERATING TRANSFERS	\$ 159,500	\$ -	(159,500)	Removed One-Time Enhancements
(A)	Total Revenues	\$ 1,965,163	\$ 1,551,198	\$ (413,965)	

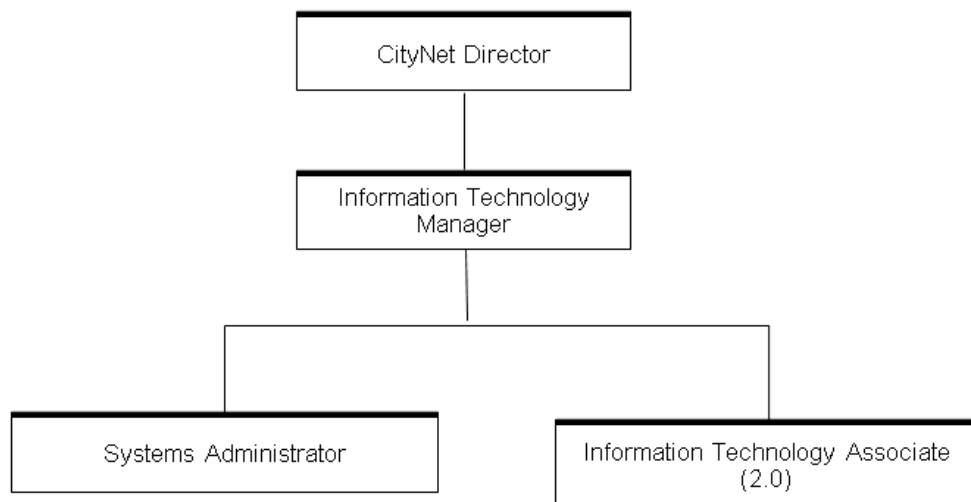
Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	SALARIES	748,532	758,599	\$ 10,067	
	FRINGE BENEFITS	530,751	554,907	\$ 24,156	Increased fringe benefits
	Total Salaries & Benefits	\$ 1,279,283	\$ 1,313,506	\$ 34,223	
6001	OFFICE SUPPLIES	400	200	(200)	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	0	200	200	
6101	GAS AND OIL	2,000	2,000	-	
6102	OPERATING SUPPLIES	102,500	99,500	(3,000)	
6301	BUILDING AND GROUNDS MAINTENANCE	333,000	158,000	(175,000)	Moved Gnerator and HVAC to Contractual Services and removed one-time enhancements
6401	PROFESSIONAL SERVICES	0	0	-	
6403	PERSONNEL SERVICES	1,780	0	(1,780)	
6405	TRAINING/MEETINGS/CONFERENCES	1,500	2,000	500	
6406	PROFESSIONAL DEVELOPMENT	750	750	-	
6411	CONTRACTUAL SERVICES	124,672	165,000	40,328	Moved generator and HVAC to contrctual service.
6419	OTHER SERVICES	6,000	7,000	1,000	
6450	COMMUNICATIONS	2,872	2,872	-	
6531	UTILITIES	51,435	51,435	-	
6650	TOOLS & EQPT. -\$25K	7,000	7,000	-	
6703	TRAVEL/VEHICLE USE	0	0	-	
	Total Supplies & Materials	\$ 633,909	\$ 495,957	\$ (137,952)	
7901	INTERNAL SERVICE ALLOCATIONS	127,025	110,568	(16,457)	Internal service fund department support
	Total Allocations	\$ 127,025	\$ 110,568	\$ (16,457)	
(B)	Total Expenditures	\$ 2,040,217	\$ 1,920,031	\$ (120,186)	
(A) - (B)	Surplus / (Deficit)	\$ (75,054)	\$ (368,833)	\$ (293,779)	

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Information Technology

Information Technology



Information Technology

The Information Technology Division is responsible for the planning, implementation, and daily management of the City's centralized data network and telephone system infrastructure and all related citywide technology applications. The Information Technology Division strives to provide timely and quality customer service to maximize the use of information technologies in the most efficient and effective way possible.

Overview

The Information Technology (IT) Division maintains and provides support for over 320 network accounts, over 500 pieces of peripheral equipment, and over 30 network applications on the Citrix Thin-Client network system located throughout City Hall and nine satellite locations: Library, Police, Fire Station 51, Fire Station 52, Cable Television, Public Services Corp Yard, Recreation Services, Parks Corp Yard and Senior Center. All users have access to standardized software applications, shared files and folders, email, and the Internet. The primary services provided include:

- **Manage and Maintain the City's Core IT Infrastructure**
The IT Division manages the daily operations of all IT systems (network, data center, storage systems, servers, databases, web services) and applies technology 'best practices' to deliver applications and to support business processes throughout the City organization.
- **Network and Data Security**
The IT Division ensures the integrity and security of the City's digital assets and data by focusing on controlling access, detecting and eliminating external and internal cyber threats, and implementing controls to prevent misuse of City information and resources. The Division continually works towards elimination of spam and other threats that may compromise network and users' security.
- **Centralized Service Desk**
The IT Division provides direct support to City employees for a variety of hardware and software products.
- **Business Applications and Management**
The IT Division manages the planning, development, implementation and maintenance of all software systems and evaluates new technologies for operational efficiency.
- **City Department Solutions Management**
The IT Division assists City Departments in meeting their objectives by understanding their business needs, recommending and implementing technology solutions to provide operational effectiveness and efficiency.
- **Staff Education & Training**
The IT Division trains City employees on network features and software to increase users' proficiency with technology and coordinates employee access to other training opportunities for more advanced coursework.

- **Centralized Phone Management**

The Division supports the citywide Voice over Internet Protocol (VOIP) phone system by managing phone extensions, voicemail boxes, and voicemail calling trees, troubleshooting, and maintaining equipment deployed throughout the City. The Division also manages all wireless mobile devices and cellular contracts.

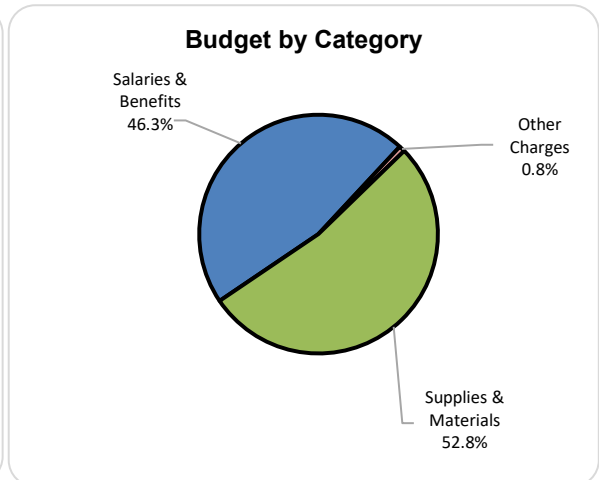
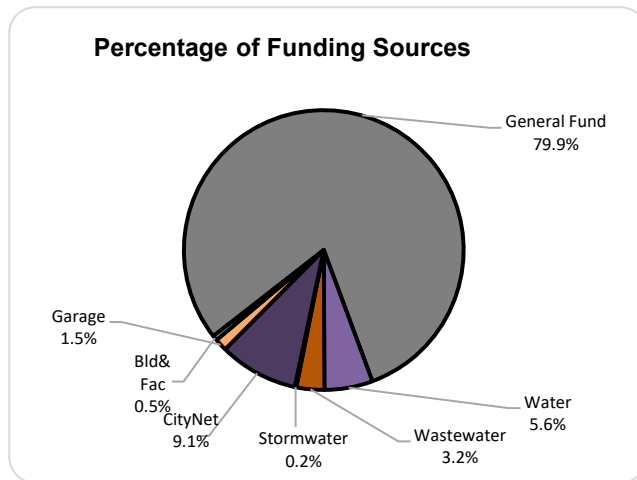
- **Web Site Development & Administration**

The IT Division manages the City's official municipal website to ensure it is an effective online resource to our citizens regarding programs, events, and services offered by the City of San Bruno. The IT Division assists departments to ensure their information on the web is consistent, relevant, and timely.

Information Technology Budget Summary

Funding Summary	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY2022-23 Proposed Budget
Operating Charges	\$ 833,000	\$ 1,058,000	\$ 907,071	\$ 1,627,641
Non-operating Transfers	-	-	258,939	0
Total:	\$ 833,000	\$ 1,058,000	\$ 1,166,010	\$ 1,627,641

Budgeted Expenditures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY2022-23 Proposed Budget
Salaries & Benefits	\$ 536,756	\$ 405,269	\$ 593,036	\$ 661,544
Supplies & Materials	345,467	540,164	881,416	754,068
Other Charges	16,106	20,594	22,381	11,802
Total:	\$ 898,329	\$ 966,026	\$ 1,496,833	\$ 1,427,414



Performance and Workload Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Estimated	FY2022-23 Target
Number of software applications supported	31	35	35	35
Number of network servers supported	59	80	80	80
Number of Desktop Computers replaced	48	62	62	50
Network Uptime (Percentage)	100%	100%	100%	100%

Goals and Accomplishments

FY2021-22 Accomplishments

- ♦ Completed City's Website relaunch
- ♦ Shifted to Microsoft Sharepoint For Fire Department, other departments in progress
- ♦ Moved employees to Microsoft O365 licensing
- ♦ Maintained 99.99% uptime for network during pandemic
- ♦ Migrated Citrix environment to latest version 7

FY2021-22 Accomplishments (Continued)

- ♦ Refreshed 100% user's desktop at City Hall
- ♦ Implemented TCM for Eden to go paperless
- ♦ Conducted City's antiphishing training
- ♦ Implemented disaster recovery system
- ♦ Implemented Chatbot for the website

FY2022-23 Goals and Objectives

- ♦ Upgrade city's phone system
- ♦ 2FA for domain Logins
- ♦ MGO My Government Online implementation
- ♦ Neo Gov implementation for HR application
- ♦ Upgrade AD to new version
- ♦ Migrate Onbase application to cloud
- ♦ Hybrid council meetings capability
- ♦ Implement Website compliance for ADA
- ♦ Tech Refresh of Police desktop computers
- ♦ Upgrade Police fleet vehicle computers
- ♦ Migrate Box application to onedrive
- ♦ Research replacement for Cisco Management support
- ♦ Migrate document repository to the cloud
- ♦ Upgrade Police Axon fleet cameras

City of San Bruno
Department of Information Technology - IT Revenue & Expenditure
Fiscal Year FY2022-23
Department 707-1530

Revenues

Account	Revenue Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
4911	OPERATING CHARGES	\$ 907,071	\$ 1,627,641	\$ 720,570	Increased Dept Allocations
4999	NON-OPERATING TRANSFERS	258,939	-	(258,939)	Removed one time enhancements
(A)	Total Revenues	\$ 1,166,010	\$ 1,627,641	\$ 461,631	

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	Salaries	\$ 359,928	\$ 381,555	\$ 21,627	Reclassified 1FTE IT Manager from Part-time from FY22 and 1 FTE IT Associate 25% to Dept.
	Fringe Benefits	\$ 233,108	\$ 279,989	\$ 46,881	Reclassified 1FTE IT Manager from Part-time from FY22 and 1 FTE IT Associate 25% to Dept.
	Total Salaries & Benefits	\$ 593,036	\$ 661,544	\$ 68,508	
6001	OFFICE SUPPLIES	400	800	400	
6002	SB1383 PAPER PRODUCTS/SUPPLIES	-	200	200	
6102	OPERATING SUPPLIES	22,900	16,000	(6,900)	
6112	POSTAGE	-	200	200	
6304	MAINTENANCE	147,330	193,600	46,270	Increased IT portion of Cisco Hardware Maintenance (SmartNet). Increased Internet Firewall Support/Maintenance - 4 firewalls
6401	PROFESSIONAL SERVICES	140,565	80,000	(60,565)	Removed One-time Enhancement FY22 of City Website platform and SMS communication System
6405	TRAINING/MEETINGS/CONFERENCES	34,000	32,000	(2,000)	
6406	PROFESSIONAL DEVELOPMENT	1,500	1,500	-	
6450	COMMUNICATIONS	38,029	42,600	4,571	
6541	LICENSING FEES	320,473	266,069	(54,404)	Removed One-time Enhancement FY22 for city phone system relocation services
6601	RENTAL & LEASES	43,704	43,704	-	
6650	TOOLS & EQPT. -\$25K	131,750	76,500	(55,250)	Removed one time enhancement from FY22 for PD computer and peripheral replacement, server replacement, ESXI hosts, 2 Network switches (Police and Parks/Rec)
6701	DUES & MEMBERSHIPS	390	520	130	
6703	TRAVEL/VEHICLE USE	375	375	-	
	Total Supplies & Materials	\$ 881,416	\$ 754,068	\$ (127,348)	
7901	INTERNAL SERVICE ALLOCATIONS	22,381	11,802	(10,579)	Decreased Internal Alloc Costs
	Total Other Charges	\$ 22,381	\$ 11,802	\$ (10,579)	
(B)	Total Expenditures	\$ 1,496,833	\$ 1,427,414	\$ (69,419)	
(A) - (B)	Surplus ((Deficit)	\$ (330,823)	\$ 200,227	\$ 531,050	

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Self Insurance Funds

Workers' Compensation

General Liability

Unemployment Insurance

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Self Insurance

Workers' Compensation

Overview

The Self Insurance Fund provides insurance protection for workers' compensation claims arising from work-related injuries to City employees.

To reduce insurance premium costs, the City self-insures the initial \$750,000 in workers' compensation claim costs for each claim. This self-insurance covers workers' compensation claims for medical, disability, salary continuation, and legal costs for employee work-related injuries. The City maintains a commercial excess workers' compensation policy for any loss per occurrence above the \$750,000 self-insurance limit up to the statutory maximum.

The City's General Fund and Enterprise Funds departments contribute to the Self Insurance Fund through transfers based on a formula using General Funds operating departments, Internal Service Fund departments, and Enterprise Funds budgets' percent of payroll and prior claim history associated with the departments' operations over a five-year period.

The Human Resources Department in coordination with the City Attorney's Office manages the Workers' Compensation program.

General Liability

Overview

The Self Insurance Fund provides insurance protection for public liability claims and physical damage to City buildings and assets.

To reduce insurance premium costs, the City self-insures public liability losses up to \$100,000 and non-vehicle property losses up to \$5,000. Excess insurance coverage protects the City above these limits. The City is a member of Plan Joint Powers Authority (JPA), an insurance pool which provides both excess liability and property coverage. This pool is comprised of Bay Area cities and provides liability coverage above \$100,000 to a maximum of \$25,000,000. Property coverage through Plan JPA is on a replacement value basis.

The City's General Fund and Enterprise Funds contribute to the Self Insurance Fund through transfers based on a ratio of the fund's operating budgets to the combined budgets of all funds and prior claim loss history associated with departments' operations.

The City Attorney oversees the general liability element of the Self Insurance Fund, along with the Finance Director and the City Manager.

Unemployment Insurance

Overview

The Self Insurance Fund provides for the City's employer obligations for State unemployment insurance. California unemployment benefits provide temporary compensation to those workers meeting the eligibility requirements of California law. Basic requirements for benefits are to have been employed within a base period and become unemployed through no fault of one's own.

To reduce unemployment insurance costs, the City has elected the reimbursement method for financing unemployment insurance costs for former employees.

The City's General Fund and Enterprise Funds departments contribute to the Self Insurance Fund through transfers based on a ratio of the fund's operating budgets to the combined budgets of all funds and prior claim loss history associated with departments' operations.

Personnel Allocation

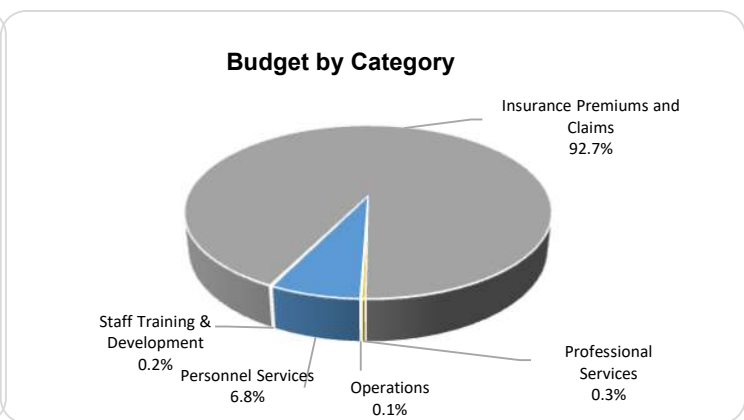
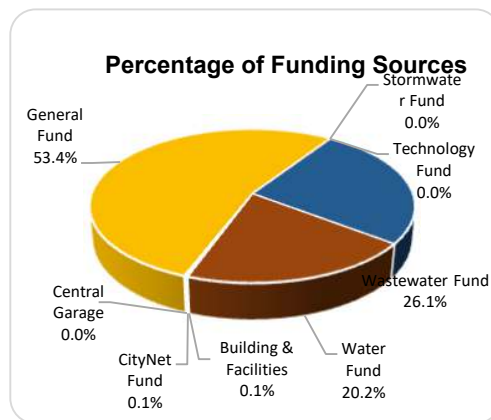
The summary below presents an estimate of the amount of staff time that is spent working on activities associated with Self Insurance programs.

Classification	Workers Compensation	Liability	Total
City Attorney	-	0.25	0.25
Human Resources Manager	0.25	-	0.25
Legal Secretary	0.25	0.25	0.50
Total	0.50	0.50	1.00

Self Insurance Budget Summary

Funding Summary	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2022-23 Budget
Operating Charges	\$ 2,246,554	\$ 2,846,554	\$ 2,928,085	\$ 3,408,873
Reimbursements	\$ 87,222	\$ -	\$ -	\$ -
Total:	\$ 2,333,776	\$ 2,846,554	\$ 2,928,085	\$ 3,408,873

Budgeted Expenses	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2022-23 Budget
Personnel Services	\$ 212,845	\$ 218,062	\$ 227,991	\$ 230,516
Staff Training & Development	\$ 1,544	\$ -	\$ 5,825	\$ 5,825
Insurance Premiums and Claims	\$ 3,251,498	\$ 2,629,267	\$ 2,683,369	\$ 3,159,332
Professional Services	\$ 6,900	\$ 6,300	\$ 7,400	\$ 9,700
Operations	\$ -	\$ -	\$ 3,500	\$ 3,500
Total:	\$ 3,472,787	\$ 2,853,629	\$ 2,928,085	\$ 3,408,873



Budgeted Expenses by Ins. Type	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY 2022-23 Budget
Workers' Compensation	\$ 764,528	\$ 874,345	\$ 1,198,194	\$ 1,344,465
General Liabilities	1,465,826	1,946,009	1,668,691	2,013,208
Unemployment Insurance	16,200	26,200	61,200	51,200
Total:	\$ 2,246,554	\$ 2,846,554	\$ 2,928,085	\$ 3,408,873

City of San Bruno

Self Insurance - Worker's Compensation, General Liability and Unemployment

Fiscal Year FY2022-23

Department 711-1540 / 1550 / 1570

Revenues

Account	Revenue Account Title	FY2021-22 Amended Budget	FY2022-23 Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
4911	OPERATING CHARGES	\$ 2,928,085	\$ 3,408,873	\$ 480,788	Increased Department Allocations to fund balance of Self Insurance Fund
(A)	Total Revenues	2,928,085	3,408,873	480,788	

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
5101	REGULAR SALARIES	\$59,151	\$59,151	\$0	
	Salaries	\$59,151	\$59,151	\$0	
5167	LEAVE BUY-OUT	\$1,289	\$1,289	\$0	
5201	PERS RETIREMENT	\$20,967	\$21,520	\$553	
5203	MEDICARE/FICA	\$876	\$876	\$0	
5205	DEF.COMP.CITY MATCH	\$250	\$250	\$0	
5220	INSURANCES	\$14,236	\$14,804	\$568	
	Fringe Benefits	\$37,618	\$38,739	\$1,121	
6401	PROFESSIONAL SERVICES	\$2,100	\$4,250	\$2,150	
6405	TRAINING/MEETINGS/CONFERENCES	\$5,600	\$5,600	\$0	
6408	MEDICAL EXAMS	\$3,500	\$3,500	\$0	
6521	INSURANCE PREMIUMS	\$170,000	\$207,000	\$37,000	Increased premium costs
6525	CLAIMS	\$760,000	\$906,000	\$146,000	Increased projected claim activity
6529	OTHER INSURANCE COSTS	\$160,000	\$120,000	(\$40,000)	
6701	DUES & MEMBERSHIPS	\$225	\$225	\$0	
	Supplies & Materials	\$1,101,425	\$1,246,575	\$145,150	
	Total Workers Compensation	\$1,198,194	\$1,344,465	\$146,271	
5101	REGULAR SALARIES	\$84,903	\$84,903	\$0	
	Salaries	\$84,903	\$84,903	\$0	
5201	PERS RETIREMENT	\$30,053	\$30,889	\$836	
5203	MEDICARE/FICA	\$1,231	\$1,231	\$0	
5205	DEF.COMP.CITY MATCH	\$682	\$682	\$0	
5220	INSURANCES	\$14,353	\$14,921	\$568	
	Fringe Benefits	\$46,319	\$47,723	\$1,404	
6401	PROFESSIONAL SERVICES	\$4,100	\$4,250	\$150	
6419	OTHER SERVICES	\$0	\$0	\$0	
6450	COMMUNICATIONS	\$0	\$0	\$0	
6521	INSURANCE PREMIUMS	\$1,245,969	\$1,588,932	\$342,963	Increased General Liability Premiums
6525	CLAIMS	\$287,400	\$287,400	\$0	
	Supplies & Materials	\$1,537,469	\$1,880,582	\$343,113	
8020	CONSTRUCTION IN PROGRESS	\$0	\$0	\$0	
	Total General Liability	\$1,668,691	\$2,013,208	\$344,517	
6401	PROFESSIONAL SERVICES	\$1,200	\$1,200	\$0	
6525	CLAIMS	\$60,000	\$50,000	(\$10,000)	Decreased projected claim activity
	Total Unemployment	\$61,200	\$51,200	(\$10,000)	
(B)	Total Expenditures	\$2,928,085	\$3,408,873	\$480,788	
(A) - (B)	Surplus ((Deficit)	-	-	-	

Special Revenue Funds
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Special Revenue Funds

In-Lieu

Agency On Aging

Police Asset Forfeiture

Solid Waste

Restricted Revenues

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City of San Bruno
BMR Housing In-Lieu

Fiscal Year 2022-23

Department 131-3334

Description - Fees required by City ordinance to address the residents future housing needs.

Revenues

Account	Revenue Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
4289	PERMIT REVENUE	\$ -	\$ 10,299,102	\$ 10,299,102	YouTube affordable housing fees
4391	INVESTMENT INCOME	50,000	45,000	(5,000)	
(A)	Total Revenues	\$ 50,000	\$ 10,344,102	\$ 10,294,102	

Expenditures

Account	Expenditure Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
6401	PROFESSIONAL SERVICES	112,350	112,350	0	
(B)	Total Expenditures	\$ 112,350	\$ 112,350	\$ -	
(A) - (B)	Surplus / (Deficit)	\$ (62,350)	\$ 10,231,752	\$ 10,294,102	

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City of San Bruno
Area Agency on Aging
Fiscal Year 2022-23

Department 132-527x

Description - The City receives grant funds from the U.S. Department of Health and Human Services passed through the County of San Mateo Area Agency on Aging program. These funds support services provided by the Senior Center such as the Congregate Nutrition and Transportation Program.

Revenues

Account	Revenue Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
4474	FEDERAL GRANTS	\$ 133,587	\$ 142,892	\$ 9,305	Area Agency on Aging grant
4930	DONATIONS & CONTRIBUTIONS	61,800	68,800	7,000	Private donations
(A)	Total Revenues	\$ 195,387	\$ 211,692	\$ 16,305	

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
5102	PART-TIME SALARIES	\$ 19,405	\$ 105,336	\$ 85,931	Portion of Senior Services Transportation program salary paid by Area Agency on Aging grant.
	Total Salaries & Benefits	\$ 19,405	\$ 105,336	\$ 85,931	
6102	OPERATING SUPPLIES	114,182	114,182	0	Portion of Senior Services Nutrition program food cost paid by Area Agency on Aging grant.
	Total Supplies & Materials	\$ 114,182	\$ 114,182	\$ -	
8999	NON-OPERATING TRANSFER	61,500	55,000	(6,500)	Transfer donations to the General Fund to support Senior Services Nutrition and Transportation program.
	Total Allocations	\$ 61,500	\$ 55,000	\$ (6,500)	
(B)	Total Expenditures	\$ 195,087	\$ 274,518	\$ 79,431	
(A) - (B)	Surplus / (Deficit)	\$ 300	\$ (62,826)	\$ (63,126)	

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City of San Bruno

Police Grant - Police Asset Forfeiture Expenditure

Fiscal Year FY2022-23

Department 111-2010

Description - Police Asset Forfeiture is a program established to discourage crime. Revenue collected from asset seizures is designated for prevention programs, such as D.A.R.E. Funds received from the Department of Justice Equitable Sharing Program is used for specific law enforcement purposes such as training, education, equipment, drug and gang education, and other awareness programs.

Revenues

Account	Revenue Account Title	FY2021-22 Amended Budget	FY2022-23 Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
4391	INVESTMENT INCOME	\$ 5,000	\$ 500	(4,500)	Reduction in interest earnings
4680	FEDERAL EQUITABLE SHARING FUNDS	200,000	100,000	(100,000)	DOJ Airport and DEA only
4683	ASSET FORFEITURE ALLOCATION	3,000	3,000	-	
(A)	Total Revenues	\$ 208,000	\$ 103,500	\$ (104,500)	

Expenditures

Account	Expenditure Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
PROJECT # 80942 – Equitable Sharing - AIRPORT					
6401	PROFESSIONAL SERVICES	\$ 59,427	\$ -	\$ (59,427)	
6405	TRAINING/MEETINGS/CONFERENCES	50,000	50,000	-	
6419	OTHER SERVICES	-	-	-	
6650	TOOLS & EQPT. -\$25K	70,000	10,000	(60,000)	Ongoing equipment purchases to suport UAS Operation.
8014	OTHER EQUIPMENT	100,382	149,262	48,880	Body Camera Program
8999	NON-OPERATING TRANSFER	-	-	-	
	Total Expenditures Project# 80942	\$ 279,809	\$ 209,262	\$ (70,547)	

PROJECT # 80944 - Asset Forfeiture - San Mateo County DARE/DAE

6502	COMMUNITY PROMOTION	7,500	7,500	-	
	Total Expenditures Project# 80944	\$ 7,500	\$ 7,500	\$ -	

(B)	Total Expenditures	\$ 287,309	\$ 216,762	\$ (70,547)	
(A) - (B)	Surplus / (Deficit)	\$ (79,309)	\$ (113,262)	\$ (33,953)	

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Public Works Department Solid Waste Division

The Solid Waste Fund manages resources used to encourage and promote programs to meet State-mandated goals for diversion of solid waste from California landfills as well as generally engage in activities to achieve greater environmental sustainability.

Overview

The Solid Waste Fund is responsible for compliance with state mandates to achieve a fifty percent (50%) waste diversion (recycling) rate with the goal of increasing to seventy-five percent (75%) diversion by 2020. The division is funded through a 1% fee assessed on garbage bills for the City's franchised solid waste hauler.

The division performs the following services:

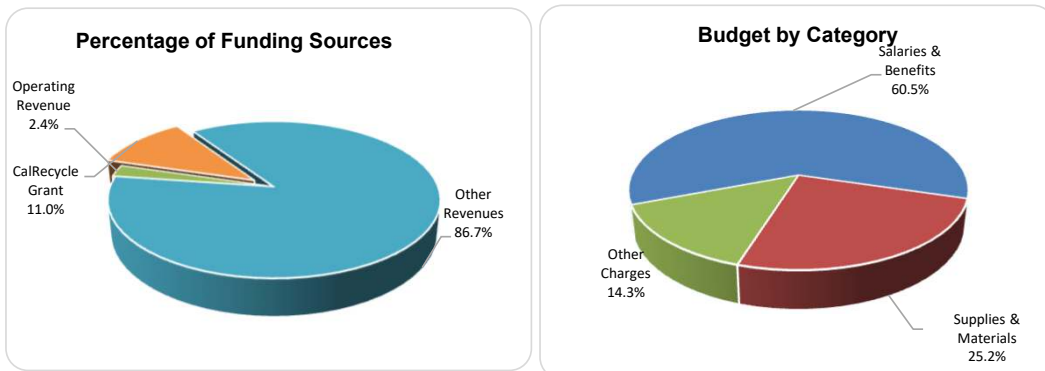
- **Discretionary Customer Service Activities**
Assists with the implementation of resident and business engagement efforts such as Operation Clean Sweep, the Green Business program, and others. Identify funding opportunities to increase citywide beautification efforts.
- **Best Practices to Optimize Service**
Publishes and distributes promotional materials to encourage waste diversion by residents. Develop and implement programs or policies to further encourage recycling and other alternatives to reduce waste stream. Coordinate outreach activity with Recology San Bruno.
- **Regulatory Compliance**
Submit Annual Waste Diversion Report to the California Integrated Waste Management Board that documents the City's compliance with AB 939 and SB 1016, mandating that the city works to meet waste reduction goals.

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Solid Waste Budget Summary

Funding Summary	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY2022-23 Proposed Budget
Investment Income	\$ 6,831	\$ 2,480	\$ 3,500	\$ 2,500
Other State Grants	\$ 11,390	\$ 11,474	11,500	11,500
Assessments Revenue	\$ 86,147	\$ 86,607	85,694	91,000
Reimbursements	\$ 9,474	\$ -	-	-
Total:	\$ 113,842	\$ 100,561	\$ 100,694	\$ 105,000

Budgeted Expenditures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Amended Budget	FY2022-23 Proposed Budget
Salaries & Benefits	\$ 58,127	\$ 67,467	\$ 73,393	\$ 74,364
Supplies & Materials	\$ 26,983	\$ -	12,950	31,000
Other Charges	\$ 3,467	\$ 3,558	15,864	17,593
Total:	\$ 88,576	\$ 71,025	\$ 102,207	\$ 122,957



Performance and Workload Measures	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Estimated	FY2022-23 Target
Number of Operation Clean Sweep volunteers	250	0	0	250
Average amount of waste diversion per capita per year	4.4	4.7	4.5	4.5

Goals and Accomplishments

FY2021-22 Accomplishments

- Coordinated with Recology on waste diversion initiatives and related state trash disposal and recycling requirements
- Replaced and installed waste and recycling receptacles along San Mateo Avenue and El Camino Real
- Submitted the 2020 Annual Waste Diversion Report to CalRecycle
- Adopted the Disposable Food Service Ware Ordinance regulating the use of disposable food service ware by food facilities to align with new state laws
- Adopted the Mandatory Organic Waste Disposable Reduction Ordinance (SB 1383)

FY2022-23 Goals and Objectives

- Work with Recology San Bruno to provide education and outreach to the business and residential community regarding organics collection and State mandated recycling
- Develop strategies with Recology and CalRecycle to comply with California Assembly Bills (AB) 1826 and 341 - mandatory commercial and organics recycling requirements and SB 1383
- Submit the 2021 Annual Waste Diversion Report to CalRecycle
- Support annual Operation Clean Sweep Program, if held

City of San Bruno

Department of Public Works - Solidwaste Revenue & Expenditure

Fiscal Year FY2022-23

Department 122-4130

Revenues

Account	Revenue Account Title	FY2021-22 Amended Budget	FY2022-23 Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
4391	INVESTMENT INCOME	\$ 3,500	\$ 2,500	\$ (1,000)	
4439	OTHER STATE GRANTS	11,500	11,500	-	
4910	ASSESSMENTS REVENUE	85,694	91,000	5,306	Garbage Rate Increase
4993	REIMBURSEMENTS	-	-	-	
(A)	Total Revenues	\$ 100,694	\$ 105,000	\$ 4,306	

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	SALARIES	\$ 43,387	\$ 43,387	\$ -	
	FRINGE BENEFITS	30,006	30,977	971	
	Total Salaries & Benefits	\$ 73,393	\$ 74,364	\$ 971	
6001	OFFICE SUPPLIES	\$ 100	\$ 50	\$ (50)	
6102	OPERATING SUPPLIES	\$ 2,000	2,000	-	
6112	POSTAGE	\$ 850	5,500	4,650	Prop 218 and Public Inserts
6401	PROFESSIONAL SERVICES	\$ -	5,400	5,400	Garbage Rate Increase Pro 218
6405	TRAINING/MEETINGS/CONFERENCES	\$ -	-	-	
6501	PUBLIC NOTICES	\$ -	8,000	8,000	Public Legal Notice for Prop 218
6502	COMMUNITY PROMOTION	\$ 10,000	10,000	-	
	Total Supplies & Materials	\$ 12,950	\$ 30,950	\$ 18,000	
7902	INTERDEPARTMENTAL CHARGES	\$ 15,864	\$ 17,593	\$ 1,729	Increase in Department Allocations
	Total Other Charges	\$ 15,864	\$ 17,593	\$ 1,729	
8020	CONSTRUCTION IN PROGRESS	\$ -	\$ -	\$ -	
	Total Capital Outlays	\$ -	\$ -	\$ -	
(B)	Total Expenditures	\$ 102,207	\$ 122,907	\$ 20,700	
(A) - (B)	Surplus ((Deficit)	\$ (1,513)	\$ (17,907)	\$ (16,394)	

City of San Bruno
Restricted Revenue

Fiscal Year 2022-23

Department 133-xxxx

Description - Fees, as required by Ordinance or State, and donations are designated for specific purposes such as city art, document imaging, technology improvement, general plan updates, and enhanced library services.

Revenues

Account	Revenue Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
4930	DONATIONS & RESTRICTED REVENUES	\$ 256,000	\$ 379,000	\$ 123,000	Private donations and restricted permit revenue, such as city art, document imaging, general plan maintenance, and technology fees.
4999	NON-OPERATING TRANSFERS	-	-	-	
(A)	Total Revenues	\$ 256,000	\$ 379,000	\$ 123,000	

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
6001	OFFICE SUPPLIES	1,100	-	(1,100)	FY22 included contribution for Tanforan Assembly Center Memorial Funding from Friends of the Library for a self-checkout unit and funding from other library donations to supplement replacing existing self-checkout unit and security gates.
6102	OPERATING SUPPLIES	8,000	8,000	-	
6401	PROFESSIONAL SERVICES	31,400	19,400	(12,000)	
6409	SPECIAL PROJECTS	24,400	22,700	(1,700)	
6419	OTHER SERVICES	61,983	3,500	(58,483)	
6650	TOOLS & EQUIP	-	12,000	12,000	
6702	PUBS & SUBSCRIPTIONS	600	600	-	
	Total Supplies & Materials	\$ 127,483	\$ 66,200	\$ (61,283)	
8999	NON-OPERATING TRANSFER	370,336	175,000	(195,336)	Transfer Permit Revenue Technology Fees (\$50,000) to Online Permit System Upgrade project; Transfer Senior Center Bequest Funds (\$75,000) to Senior Center Facilities Maintenance project; Transfer City Art Permit Revenue (\$50,000) to Recreation and Aquatic Center project
	Total Allocations	\$ 370,336	\$ 175,000	\$ (195,336)	
(B)	Total Expenditures	\$ 497,819	\$ 241,200	\$ (256,619)	
(A) - (B)	Surplus / (Deficit)	\$ (241,819)	\$ 137,800	\$ 379,619	

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FY2023-27 Capital Improvement Program

Capital Improvement Program (Insert Divider)

FY2023-27 Capital Improvement Program

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FY2023-27 Capital Improvement Program

Financial Summaries (Insert Divider)

2023-27 Capital Improvement Program

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FY2023-27 Capital Improvement Program

FY2022-23 Program Funding Summary

Fund	Estimated Carry-Over	New Request	Total Funding for FY2022-23
Water Capital Program	\$ 14,933,889	\$ 10,354,091	\$ 25,287,980
Wastewater Capital Program	20,168,279	5,300,000	25,468,279
Stormwater Capital Program	2,462,052	-	2,462,052
CityNet Services Capital Program	117,000	-	117,000
Parks Capital Program	477,069	4,604,975	5,082,044
Fire Capital Program	1,577,431	150,000	1,727,431
Police Capital Program	295,681	427,000	722,681
Facilities Capital Program	24,576,047	25,968,777	50,544,824
Street Capital Program	11,651,769	9,811,398	21,463,167
Technology Capital Program	739,295	1,150,000	1,889,295
Total	\$ 76,998,512	\$ 57,766,241	\$ 134,764,753

FY2023-27 Capital Improvement Program

FY2023-27 Five-Year Summary Project Category

Project Category	FY2022-23			Total					
	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget	Unfunded Priorities
Water	\$ 14,933,889	\$ 10,354,091	\$ 25,287,980	\$ 19,350,000	\$ 11,450,000	\$ 29,950,000	\$ 17,700,000	\$ 103,737,980	\$ -
Wastewater	20,168,279	5,300,000	25,468,279	14,700,000	14,750,000	11,500,000	10,500,000	76,918,279	-
Stormwater	2,462,052	-	2,462,052	-	-	-	-	2,462,052	-
CityNet Services	117,000	-	117,000	-	-	-	-	117,000	-
Parks	477,069	4,604,975	5,082,044	-	1,450,000	-	-	6,532,044	-
Fire	1,577,431	150,000	1,727,431	775,000	775,000	150,000	150,000	3,577,431	-
Police	295,681	427,000	722,681	-	-	-	-	722,681	-
Facilities	24,576,047	25,968,777	50,544,824	405,498	292,048	186,967	150,660	51,579,997	-
Street Improvements	11,651,769	9,811,397	21,463,166	5,080,000	6,150,000	950,000	1,000,000	34,643,166	-
Technology	739,295	1,150,000	1,889,295	950,000	50,000	50,000	-	2,939,295	-
Unfunded Priorities	-	-	-	-	-	-	-	-	529,504,999
Total	\$ 76,998,512	\$ 57,766,240	\$ 134,764,752	\$ 41,260,498	\$ 34,917,048	\$ 42,786,967	\$ 29,500,660	\$ 283,229,925	\$ 529,504,999

FY2023-27 Capital Improvement Program

FY2023-27 Five-Year Summary Funding Source

Funding Source	FY2022-23			Total					Unfunded Priorities
	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget	
ABA 939	\$ 2,672	\$ -	\$ 2,672	\$ -	\$ -	\$ -	\$ -	\$ 2,672	\$ -
American Rescue Plan Act of 2021	591,540	1,100,000	1,691,540	900,000	-	-	-	2,591,540	-
Caltrans Sustainable Communities Grant	31,357	-	31,357	-	-	-	-	31,357	-
City Art	-	50,000	50,000	-	-	-	-	50,000	-
CityNet Services Fund	59,832	25,000	84,832	-	-	-	-	84,832	-
CNRAFund	531,714	-	531,714	-	-	-	-	531,714	-
Crestmoor Project Remaining Balance	-	900,000	900,000	-	-	-	-	900,000	-
Emergency Disaster Reserve Fund	50,120	-	50,120	-	-	-	-	50,120	-
EOC	-	20,000	20,000	-	-	-	-	20,000	-
EPA WQIF	-	-	-	-	-	-	-	-	-
Equipment Reserve Fund	79,237	-	79,237	-	-	-	-	79,237	-
FEMA CalOES HMGP	1,209,962	-	1,209,962	-	-	-	-	1,209,962	-
Gas Tax (HUTA)	109,881	313,888	423,769	375,000	400,000	425,000	450,000	2,073,769	-
Gas Tax (SB1) RMRA	3,060,462	966,435	4,026,897	-	-	-	-	4,026,897	-
General Fund Capital Reserve	2,248,300	557,666	2,805,966	47,599	1,499,348	51,967	50,660	4,455,540	-
Highway Safety Improvement Program	67,372	-	67,372	-	-	-	-	67,372	-
Housing Urban Dev	-	200,000	200,000	-	-	-	-	200,000	-
Lane Partners	32,199	-	32,199	-	-	-	-	32,199	-
Library Construction Donations	298,000	-	298,000	-	-	-	-	298,000	-
Measure A	2,810,458	1,115,640	3,926,098	375,000	850,000	425,000	450,000	6,026,098	-
Measure G	1,207,736	6,050,000	7,257,736	150,000	150,000	150,000	150,000	7,857,736	-
Measure W	585,821	600,000	1,185,821	-	-	-	-	1,185,821	-

FY2023-27 Capital Improvement Program

Funding Source	FY2022-23			Total				FY2023-27 Budget	Unfunded Priorities
	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27		
Millbrae Cost Sharing	102,437	-	102,437	-	-	-	-	102,437	-
MTC OBAG 2 Grant	590,784	-	590,784	-	-	-	-	590,784	-
MTC TDA Article 3 Grant	351,096	-	351,096	-	-	-	-	351,096	-
PG&E Settlement	1,328,561	-	1,328,561	625,000	625,000	-	-	2,578,561	-
PG&E Settlement Funds, Ex Parte Disclosures	-	1,000,000	1,000,000	-	-	-	-	1,000,000	-
Police Asset Forfeiture Fund - Equitable Sharing (80942)	21,444	-	21,444	-	-	-	-	21,444	-
Permit Revenue Technology Fee	170,000	50,000	220,000	50,000	50,000	50,000	-	370,000	-
Private Contributions	116,854	116,016	232,870	100,000	100,000	100,000	100,000	632,870	-
Prop 68 State Park Grant	205,635	-	205,635	-	-	-	-	205,635	-
Quickstrike MTC	382,671	-	382,671	-	-	-	-	382,671	-
Rule 20A Allocations	400,000	500,000	900,000	-	4,500,000	-	-	5,400,000	-
San Bruno Community Foundation	23,301,592	15,565,530	38,867,122	-	-	-	-	38,867,122	-
SFPUC	314,500	-	314,500	-	-	-	-	314,500	-
SMC Transportation Authority Grant	904,921	-	904,921	-	-	-	-	904,921	-
State Transportation Fund for Clear Air (TFCA)	246,497	-	246,497	-	-	-	-	246,497	-
Streets Capital RDA	-	-	-	-	-	-	-	-	-
Streets Special Rev - Centrum Settlement	225,000	106,000	331,000	-	-	-	-	331,000	-
Senior Center Bequest Funds	572,189	75,000	647,189	60,000	50,000	35,000	-	792,189	-
Unfunded	-	6,780,975	6,780,975	4,527,899	492,700	100,000	100,000	12,001,574	-
Unfunded Priorities	-	-	-	-	-	-	-	-	529,504,999
Wastewater Fund	20,168,279	5,880,000	26,048,279	14,700,000	14,750,000	11,500,000	10,500,000	77,498,279	-
Water Fund	14,619,389	11,294,091	25,913,480	19,350,000	11,450,000	29,950,000	17,700,000	104,363,480	-
YouTube Community Benefits	-	4,500,000	4,500,000	-	-	-	-	4,500,000	-
Total	\$ 76,998,512	\$ 57,766,241	\$ 134,764,753	\$ 41,260,498	\$ 34,917,048	\$ 42,786,967	\$ 29,500,660	\$ 283,229,926	\$ 529,504,999

FY2023-27 Capital Improvement Program

FY2023-27 Five-Year Summary by Project

Water Capital Project Title	Prior Appropriations	FY2022-23			Total				
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Advanced Water Meter	\$ 6,016,610	\$ 504,130	\$ -	\$ 504,130	\$ -	\$ -	\$ -	\$ -	\$ 504,130
Acappella Well Replacement	2,348,016	1,031,590	3,000,000	4,031,590	-	-	-	-	4,031,590
Main Improvement and Replacement Program	10,650,000	6,730,281	900,000	7,630,281	7,800,000	1,300,000	12,000,000	8,500,000	37,230,281
Pressure Reg. Station Improvement & Replacement	1,600,000	1,556,523	(345,909)	1,210,614	450,000	450,000	-	-	2,110,614
Pump Station Improvement & Replacement	2,273,058	1,350,396	4,550,000	5,900,396	1,900,000	-	-	-	7,800,396
Tank Improvement and Replacement Program	4,530,746	3,432,277	1,450,000	4,882,277	9,000,000	9,500,000	17,750,000	9,000,000	50,132,277
Well Rehabilitation	1,077,176	328,692	200,000	528,692	200,000	200,000	200,000	200,000	1,328,692
Water Quality Well System Upgrades & Sweeney Ridge Tank Chlorine Generator Installation	-	-	600,000	600,000	-	-	-	-	600,000
Total	\$ 28,495,606	\$ 14,933,889	\$ 10,354,091	\$ 25,287,980	\$ 19,350,000	\$ 11,450,000	\$ 29,950,000	\$ 17,700,000	\$ 103,737,980

Wastewater Capital Project Title	Prior Appropriations	FY2022-23			Total				
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Main Improvement and Replacement	\$ 13,360,000	\$ 8,466,503	\$ 1,700,000	\$ 10,166,503	\$ 11,200,000	\$ 11,250,000	\$ 8,000,000	\$ 7,000,000	\$ 47,616,503
Pump Station Improvement and Replacement	10,760,000	5,202,945	100,000	5,302,945	-	-	-	-	5,302,945
Water Quality Control Plant Upgrades	12,676,496	6,498,831	3,500,000	9,998,831	3,500,000	3,500,000	3,500,000	3,500,000	23,998,831
Total	\$ 36,796,496	\$ 20,168,279	\$ 5,300,000	\$ 25,468,279	\$ 14,700,000	\$ 14,750,000	\$ 11,500,000	\$ 10,500,000	\$ 76,918,279

Stormwater Capital Project Title	Prior Appropriations	FY2022-23			Total				
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Regional Stormwater Capture Project	\$ 1,113,333	\$ 531,714	\$ -	\$ 531,714	\$ -	\$ -	\$ -	\$ -	\$ 531,714
Spyglass Drive Storm Drain Improvements	1,579,962	1,229,660	-	1,229,660	-	-	-	-	1,229,660
Trash Capture Device Installation	476,772	250,678	-	250,678	-	-	-	-	250,678
Pipeline Replacement	450,000	450,000	-	450,000	-	-	-	-	450,000
Total	\$ 3,620,067	\$ 2,462,052	\$ -	\$ 2,462,052	\$ -	\$ -	\$ -	\$ -	\$ 2,462,052

FY2023-27 Capital Improvement Program

FY2023-27 Five-Year Summary by Project

City/Net Services Capital Project Title	Prior Appropriations	FY2022-23			Total					
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget	
Channel 1 Upgrade	250,000	117,000	-	117,000	-	-	-	-	117,000	
Total	\$ 250,000	\$ 117,000	\$ -	\$ 117,000	\$ -	\$ -	\$ -	\$ -	\$ 117,000	

		FY2022-23			Total				
Parks Capital Project Title	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Beckner Shelter	\$ 250,000	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Florida Avenue Park	600,051	4,629	1,995,371	2,000,000	-	-	-	-	2,000,000
Park Pathways	398,190	222,440	34,604	257,044	-	-	-	-	257,044
Posey Park	-	-	575,000	575,000	-	1,450,000	-	-	2,025,000
Citywide Baseball Field Lighting & Fencing Upgrades	-	-	2,000,000	2,000,000	-	-	-	-	2,000,000
Total	\$ 1,248,241	\$ 477,069	\$ 4,604,975	\$ 5,082,044	\$ -	\$ 1,450,000	\$ -	\$ -	\$ 6,532,044

Fire Capital Project Title	Prior Appropriations	FY2022-23			Total				
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Crestmoor Canyon Wildfire Mitigation	1,950,000	1,453,681	-	1,453,681	625,000	625,000	-	-	2,703,681
Citywide Wildfire Mitigation	150,000	123,750	150,000	273,750	150,000	150,000	150,000	150,000	873,750
Total	\$ 2,100,000	\$ 1,577,431	\$ 150,000	\$ 1,727,431	\$ 775,000	\$ 775,000	\$ 150,000	\$ 150,000	\$ 3,577,431

		FY2022-23			Total				
Police Department Capital Project Title	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2027-28 Budget
Radio System Replacement	\$ 448,000	\$ 49,237	\$ -	\$ 49,237	\$ -	\$ -	\$ -	\$ -	\$ 49,237
Dispatch Ergonomic Upgrade	105,000	21,444	-	21,444	-	-	-	-	21,444
Records Ergonomic Upgrade	45,000	-	-	-	-	-	-	-	-
Downtown Parking Program	225,000	225,000	427,000	652,000	-	-	-	-	652,000
Total	\$ 823,000	\$ 295,681	\$ 427,000	\$ 722,681	\$ -	\$ -	\$ -	\$ -	\$ 722,681

FY2023-27 Capital Improvement Program

FY2023-27 Five-Year Summary by Project

Facilities Capital Project Title	Prior Appropriations	FY2022-23			Total				
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
CityNet Facility HVAC Replacement Program	\$ 146,000	\$ 59,832	\$ 25,000	\$ 84,832	\$ -	\$ -	\$ -	\$ -	\$ 84,832
City Hall Facility Maintenance Program	-	-	250,000	250,000	250,000	150,000	100,000	100,000	850,000
City Facilities Door Access & Management Systems	80,000	67,086	50,000	117,086	-	-	-	-	117,086
Fire Station 52 Kitchen Remodel	200,000	138,333	-	138,333	-	-	-	-	138,333
Fire Station 52 Replacement	307,730	63,836	-	63,836	-	-	-	-	63,836
Fire Station 51 Reconditioning Program	-	-	53,247	53,247	47,599	49,348	51,967	50,660	252,821
Library HVAC and Roof Replacement	442,626	432,626	100,000	532,626	-	-	-	-	532,626
Library Code Compliance Upgrades	-	-	50,000	50,000	47,899	42,700	-	-	140,599
Recreation & Aquatic Center (RAC)	34,434,470	23,242,145	25,365,530	48,607,675	-	-	-	-	48,607,675
Senior Center Facilities Maintenance Program	-	-	75,000	75,000	60,000	50,000	35,000	-	220,000
Senior Center Parking Lot Improvements	489,776	461,133	-	461,133	-	-	-	-	461,133
Senior Center Trash Enclosure	145,000	111,056	-	111,056	-	-	-	-	111,056
Total	\$ 36,245,602	\$ 24,576,047	\$ 25,968,777	\$ 50,544,824	\$ 405,498	\$ 292,048	\$ 186,967	\$ 150,660	\$ 51,579,997

FY2023-27 Capital Improvement Program

FY2023-27 Five-Year Summary by Project

Streets Capital Project Title	Prior Appropriations	FY2022-23			Total				
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Accessible Pedestrian Ramps at Various Locations	\$ 609,287	\$ 284,215	\$ 100,000	\$ 384,215	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 784,215
BART Right-Of-Way Transfer	125,000	53,797	-	53,797	-	-	-	-	53,797
Bicycle & Pedestrian Improvement Program	5,220,104	4,119,835	-	4,119,835	4,230,000	-	-	-	8,349,835
Transit Corridor Pedestrian Connection Project Phase 4	385,000	382,671	80,000	462,671	-	-	-	-	462,671
Crystal Springs Road Utility Undergrounding Project Phase I	400,000	400,000	800,000	1,200,000	-	4,800,000	-	-	6,000,000
Downtown Trash Receptacle & Newspaper Rack Enclosures	160,000	32,672	-	32,672	-	-	-	-	32,672
Pavement Management Program	4,497,463	3,453,333	7,925,381	11,378,714	-	-	-	-	11,378,714
Pedestrian Safety and Traffic-Calming Program	2,020,952	1,460,856	200,000	1,660,856	150,000	150,000	150,000	150,000	2,260,856
Scott Street Grade Separation	370,000	296,384	100,000	396,384	-	450,000	-	-	846,384
Sidewalk Repair Program	746,620	130,239	566,016	696,255	600,000	650,000	700,000	750,000	3,396,255
Streetlight Pole Replacement Program	809,875	478,540	-	478,540	-	-	-	-	478,540
Traffic Signal Rehabilitation Program	1,021,883	24,410	40,000	64,410	-	-	-	-	64,410
Safe Routes to School Plan	281,180	35,420	-	35,420	-	-	-	-	35,420
Regulated Output	500,000	499,397	-	499,397	-	-	-	-	499,397
Total	\$ 17,147,364	\$ 11,651,769	\$ 9,811,397	\$ 21,463,166	\$ 5,080,000	\$ 6,150,000	\$ 950,000	\$ 1,000,000	\$ 34,643,166

FY2023-27 Capital Improvement Program

FY2023-27 Five-Year Summary by Project

Technology Capital Project Title	Prior Appropriations	FY2022-23			Total				
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Strategic Software Needs Assessment and Upgrade	\$ 94,700	\$ 94,700	\$ -	\$ 94,700	\$ -	\$ -	\$ -	\$ -	\$ 94,700
Replacement of City Phone System	220,300	55	-	55	-	-	-	-	55
Online Permit System Upgrade	170,000	170,000	50,000	220,000	50,000	50,000	50,000	-	370,000
EOC Equipment Upgrade	150,000	140,060	-	140,060	-	-	-	-	140,060
Disaster Recovery	150,000	150,000	100,000	250,000	100,000	-	-	-	350,000
ERP Upgrade	200,000	184,480	1,000,000	1,184,480	800,000	-	-	-	1,984,480
Total	\$ 985,000	\$ 739,295	\$ 1,150,000	\$ 1,889,295	\$ 950,000	\$ 50,000	\$ 50,000	\$ -	\$ 2,939,295

Unfunded Priorities Project Title	Prior Appropriations	FY2022-23			Total				
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
City Facilities Replacement	\$ 216,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Stormwater Infrastructure Improvement	65,500,000	-	-	-	-	-	-	-	-
Other Improvement	248,004,999	-	-	-	-	-	-	-	-
Total	\$ 529,504,999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

	Prior Appropriations	FY2022-23			Total				
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Grand Total	\$ 657,216,375	\$ 76,998,512	\$ 57,766,240	\$ 134,764,752	\$ 41,260,498	\$ 34,917,048	\$ 42,786,967	\$ 29,500,660	\$ 283,229,925

2023-27 Capital Improvement Program

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FY2023-27 Capital Improvement Program

Water Capital
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2023-27 Capital Improvement Program

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Water Capital

FY2023-27 Five-Year Summary by Project and Funding Source

		FY2022-23			Total				
Funding Sources	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Water Fund	\$ 28,181,106	\$ 14,619,389	\$ 10,354,091	\$ 24,973,480	\$ 19,350,000	\$ 11,450,000	\$ 29,950,000	\$ 17,700,000	\$ 103,423,480
SFPUC	314,500	314,500	-	314,500	-	-	-	-	314,500
Total	\$ 28,495,606	\$ 14,933,889	\$ 10,354,091	\$ 25,287,980	\$ 19,350,000	\$ 11,450,000	\$ 29,950,000	\$ 17,700,000	\$ 103,737,980
Project Title	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Advanced Water Meter	\$ 6,016,610	\$ 504,130	\$ -	\$ 504,130	\$ -	\$ -	\$ -	\$ -	\$ 504,130
Acappella Well Project	2,348,016	1,031,590	3,000,000	4,031,590	-	-	-	-	4,031,590
Main Improvement and Replacement Program	10,650,000	6,730,281	900,000	7,630,281	7,800,000	1,300,000	12,000,000	8,500,000	37,230,281
Pressure Reg. Station Improvement & Replacement	1,600,000	1,556,523	(345,909)	1,210,614	450,000	450,000	-	-	2,110,614
Pump Station Improvement & Replacement	2,273,058	1,350,396	4,550,000	5,900,396	1,900,000	-	-	-	7,800,396
Tank Improvement and Replacement Program	4,530,746	3,432,277	1,450,000	4,882,277	9,000,000	9,500,000	17,750,000	9,000,000	50,132,277
Well Rehabilitation	1,077,176	328,692	200,000	528,692	200,000	200,000	200,000	200,000	1,328,692
Water Quality Well System Upgrades & Sweeney Ridge Tank Chlorine Generator Installation	-	-	600,000	600,000	-	-	-	-	600,000
Total	\$ 28,495,606	\$ 14,933,889	\$ 10,354,091	\$ 25,287,980	\$ 19,350,000	\$ 11,450,000	\$ 29,950,000	\$ 17,700,000	\$ 103,737,980

The Water Enterprise Fund provides for the maintenance and capital improvements of water system facilities critical to the production and distribution of a dependable water supply from the City's wells and the purchase of water from the San Francisco Public Utilities Commission (SFPUC). The San Bruno water system consists of five production wells, thirteen pressure zones, eight storage tanks, and five connections to major transmission pipelines. The distribution system includes eighteen booster pumps, 1,000 fire hydrants, 9,000 valves, 120 miles of water mains and approximately 12,145 meter services. Implementation of the Water Capital Improvement Program will protect, preserve and enhance water infrastructure facilities. The Capital Improvement Program provides for improvement and/or replacement of existing facilities to ensure water system reliability and the continued provision of high quality water to San Bruno residents and businesses.

Capital investments in the water system are driven by several City Council approved policies and plans including: 1) Water System Master Plan; 2) Urban Water Management Plan; 3) Water

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Water Capital

Water Meters

Advanced Water Meter

PROJECT #: 84132

Total Project Budget: \$ 6,016,610

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Appropriations					
Water Fund	\$ 6,016,610	\$ 504,130	\$ -	\$ 504,130	\$ -	\$ -	\$ -	\$ -	\$ 504,130

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Installation	\$ 6,016,610	\$ 504,130	\$ -	\$ 504,130	\$ -	\$ -	\$ -	\$ -	\$ 504,130

Project Description: This project replaces aging and unreliable water meters with an upgraded system. The advanced water meter system allows for instant remote monitoring and tracking of water usage by customers and City staff through the internet. Water conservation efforts are significantly improved by providing more accurate water usage readings to customers. This project will provide a better understanding of usage patterns and billing, help to identify abnormalities, and the opportunity to address water leaks which could otherwise go unnoticed.

Residential meter replacement was completed in FY 2016-17. Several commercial water meters were installed in FY 2018-19 through FY 2021-22. Installation of the remaining advanced meters at all commercial premises will be completed in FY 2022-23.



Project Details

Initial Funding Year	FY2013-14
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$ 5,512,480

Water Capital

Well Replacement

Acappella Well Project (Commodore Park Well Replacement)

PROJECT #: 84709

Total Project Budget: \$ 5,348,016

DEPARTMENT: Public Works		FY 2022-23								Total
	Prior	Estimated		Appropriation						FY2023-27
FUNDING SOURCES	Appropriations	Carryover	New Request	s	FY2023-24	FY2024-25	FY2025-26	FY2026-27		Budget
Water Fund	\$ 2,348,016	\$ 1,031,590	\$ 3,000,000	\$ 4,031,590	\$ -	\$ -	\$ -	\$ -	\$	4,031,590
PROJECT APPROPRIATIONS	Prior	Estimated		Total						FY2023-27
	Appropriations	Carryover	New Request	Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27		Budget
Design	\$ 46,639	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Construction	2,301,377	1,031,590	3,000,000	4,031,590	-	-	-	-		4,031,590
Total	\$ 2,348,016	\$ 1,031,590	\$ 3,000,000	\$ 4,031,590	\$ -	\$ -	\$ -	\$ -	\$	4,031,590

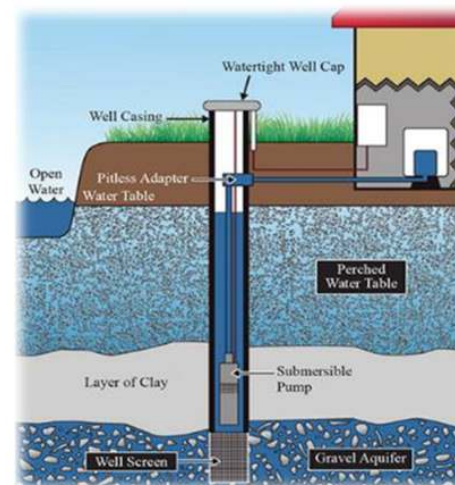
Project Description: This project replaces the Commodore Park Well, which is more than 25 years old and is one of the City's oldest wells. Despite regular maintenance and rehabilitation of this well, it ceased operation in June 2010. A feasibility analysis was performed to determine a potential replacement well site. The Acappella Site adjacent to The Crossing/San Bruno was identified as the location that will result in optimum combination of water quality and production rate.

The construction of the test well was completed in FY 2014-15. The design of the well facilities will be completed in two separate phases. The first phase consists of completing the design and construction of a production well and the second phase consists of design and construction of the well facilities. Additional property adjacent to the well site was acquired in FY 2016-17 which resolved ingress and egress issues. Design has resumed and will be completed in FY 2022-23 with construction anticipated to begin in FY 2022-23.

The construction of the test well was completed in FY 2014-15. The design of the well facilities will be completed in two separate phases. The first phase consists of completing the design and construction of a production well and the second phase consists of design and construction of the well facilities. Additional property adjacent to the well site was acquired in FY 2016-17 which resolved ingress and egress issues. Design has resumed and will be completed in FY 2022-23 with construction anticipated to begin in FY 2022-23.

Project Details

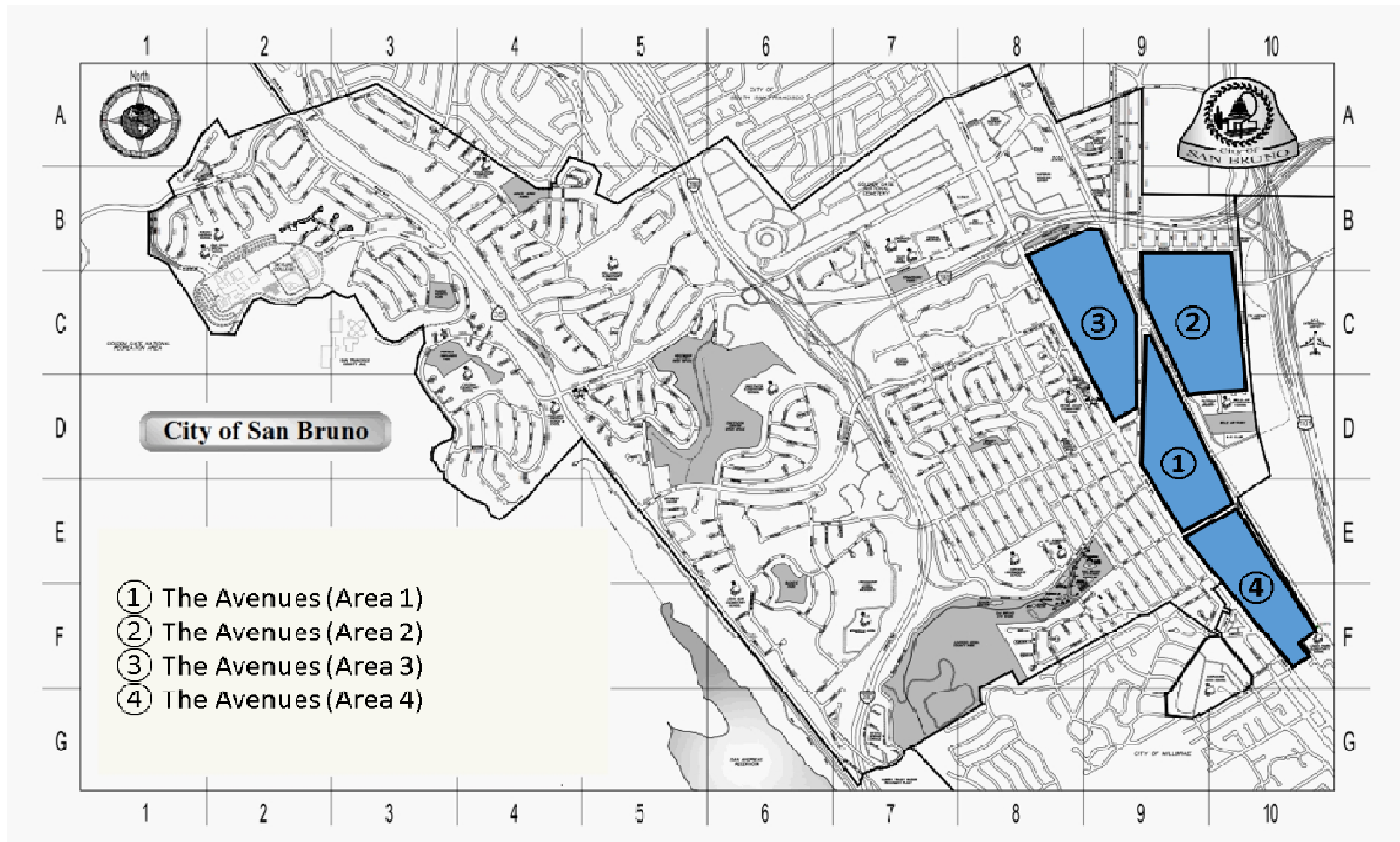
Initial Funding Year	FY2009-10
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$ 1,316,426



Water Capital

Water Mains

Water Main Improvement and Replacement Program Map



Water Capital

Water Mains

Water Main Improvement and Replacement Program Summary

PROJECT #: 11007 | 11008 | 11009 | 11010 | 11011

Total Project Budget: \$ 41,150,000

DEPARTMENT: Public Works		FY2022-23			Total				
	Prior	Estimated		Appropriation					
FUNDING SOURCES	Appropriations	Carryover	New Request	s	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Water Fund	\$ 10,650,000	\$ 6,730,281	\$ 900,000	\$ 7,630,281	\$ 7,800,000	\$ 1,300,000	\$ 12,000,000	\$ 8,500,000	\$ 37,230,281
PROJECT APPROPRIATIONS	Prior	Estimated		Total					
	Appropriations	Carryover	New Request	Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Design	\$ 1,130,000	\$ 349,897	\$ 900,000	\$ 1,249,897	\$ 1,800,000	\$ 1,300,000	\$ -	\$ -	\$ 4,349,897
Construction	9,520,000	6,380,384	-	6,380,384	6,000,000	-	12,000,000	8,500,000	32,880,384
Total	\$ 10,650,000	\$ 6,730,281	\$ 900,000	\$ 7,630,281	\$ 7,800,000	\$ 1,300,000	\$ 12,000,000	\$ 8,500,000	\$ 37,230,281

Project Description: This program will replace the City’s water main lines over a 20-year period. The schedule to replace individual pipeline segments is guided by the 2012 Water Master Plan, which determined project priorities using water leak reports, maintenance history, fire flow analysis, condition, and capacity of pipelines. Project locations that are scheduled to be completed within the next five years include: San Antonio Avenue and the eastern portion of the City south of I-380, also known as “the Avenues”.

Projects to be completed in FY 2022-23 include the design and construction of water improvements in the Avenues 2-1, 3-1 and 3-2 areas.

See the project detail on the following page.



Project Details

Initial Funding Year	FY2005-06
Target Completion Year	On-going
Expended as of July 1, 2021	\$ 7,839,437

Water Capital

Water Mains

Water Main Improvement and Replacement Program - Project Detail

PROJECT #: 11007 | 11008 | 11009 | 11010 | 11011

DEPARTMENT: Public Works

			FY2022-23			Total FY2023-27 Budget				
FUNDING SOURCES	Prior Appropriations		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	
Water Fund	\$ 10,650,000		\$ 6,730,281	\$ 900,000	\$ 7,630,281	\$ 7,800,000	\$ 1,300,000	\$ 12,000,000	\$ 8,500,000	\$ 37,230,281

Defund? Completed?			FY2022-23			Total FY2023-27 Budget				
PROJECT APPROPRIATIONS	Project	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	
Avenues No. 1-3	11007	\$ 4,020,000	\$ 582,243	\$ -	\$ 582,243	\$ -	\$ -	\$ -	\$ -	\$ 582,243
Design		300,000	-	-	-	-	-	-	-	-
Construction		3,720,000	582,243	-	582,243	-	-	-	-	582,243
Avenues No. 2-1	11008	\$ 430,000	\$ 279,397	\$ -	\$ 279,397	\$ -	\$ -	\$ -	\$ -	\$ 279,397
Design		180,000	31,256	-	31,256	-	-	-	-	31,256
Construction		250,000	248,141	-	248,141	-	-	-	-	248,141
Avenues No. 3-1	11009	\$ 5,900,000	\$ 5,568,641	\$ -	\$ 5,568,641	\$ -	\$ -	\$ -	\$ -	\$ 5,568,641
Design		350,000	18,641	-	18,641	-	-	-	-	18,641
Construction		5,550,000	5,550,000	-	5,550,000	-	-	-	-	5,550,000
Avenues No. 3-2	11010	\$ 300,000	\$ 300,000	\$ 900,000	\$ 1,200,000	\$ 6,000,000	\$ -	\$ -	\$ -	\$ 7,200,000
Design		300,000	300,000	900,000	1,200,000	-	-	-	-	1,200,000
Construction		-	-	-	-	6,000,000	-	-	-	6,000,000
Avenues No. 3-3	11011	\$ -	\$ -	\$ -	\$ -	\$ 900,000	\$ -	\$ 6,000,000	\$ -	\$ 6,900,000
Design		-	-	-	-	900,000	-	-	-	900,000
Construction		-	-	-	-	-	-	6,000,000	-	6,000,000
Avenues No. 3-4	Unassigned	\$ -	\$ -	\$ -	\$ -	\$ 900,000	\$ -	\$ 6,000,000	\$ -	\$ 6,900,000
Design		-	-	-	-	900,000	-	-	-	900,000
Construction		-	-	-	-	-	-	6,000,000	-	6,000,000
Avenues No. 4-1	Unassigned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000	\$ -	\$ 3,500,000	\$ 4,050,000
Design		-	-	-	-	-	550,000	-	-	550,000
Construction		-	-	-	-	-	-	-	3,500,000	3,500,000
Avenues No. 4-2	Unassigned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000	\$ -	\$ 5,000,000	\$ 5,750,000
Design		-	-	-	-	-	750,000	-	-	750,000
Construction		-	-	-	-	-	-	-	5,000,000	5,000,000
Total		\$ 10,650,000	\$ 6,730,281	\$ 900,000	\$ 7,630,281	\$ 7,800,000	\$ 1,300,000	\$ 12,000,000	\$ 8,500,000	\$ 37,230,281

Water Capital

Pressure Regulators

Pressure Regulator Station Improvement & Replacement Summary

PROJECT #: 11016 | 11017 | 11018 | 11019 | 11020

Total Project Budget: \$ 2,154,091

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
Water Fund	\$ 1,600,000	\$ 1,556,523	\$ (345,909)	\$ 1,210,614	\$ 450,000	\$ 450,000	\$ -	\$ -	\$ 2,110,614
PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Design	\$ 250,000	\$ 206,523	\$ 4,091	\$ 210,614	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 410,614
Construction	1,350,000	1,350,000	(350,000)	1,000,000	350,000	350,000	-	-	1,700,000
Total	\$ 1,600,000	\$ 1,556,523	\$ (345,909)	\$ 1,210,614	\$ 450,000	\$ 450,000	\$ -	\$ -	\$ 2,110,614

Project Description: This program funds improvement and reconstruction of the City water system's 30 pressure regulator stations. These stations allow reduction of the high incoming water pressure to a normal distribution pressure for delivery to homes and businesses. Regulating stations reduce the stress placed on water distribution equipment, increase system reliability and longevity, and provide residents and businesses with consistent water pressure.

A condition assessment of the regulating stations was completed in FY 2016-17. Design of the regulating station at Oakmont Drive (St. Cloud) is anticipated to be completed in FY 2022-23.



Project Details

Initial Funding Year	FY2016-17
Target Completion Year	FY2024-25
Expended as of July 1, 2021	\$ 43,477

Water Capital

Pressure Regulators

Pressure Regulator Station Improvement Program - Project Detail

PROJECT #: 11016 | 11017 | 11018 | 11019 | 11020

DEPARTMENT: Public Works			FY2022-23							Total FY2023-27 Budget	
FUNDING SOURCES		Prior Appropriations	Estimated Carryover	New Request	Appropriation s	FY2023-24	FY2024-25	FY2025-26	FY2026-27		
Water Fund		\$ 1,600,000	\$ 1,556,523	\$ (345,909)	\$ 1,210,614	\$ 450,000	\$ 450,000	\$ -	\$ -	\$ 2,110,614	
PROJECT APPROPRIATIONS		Project #	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Rollingwood Drive		11016	\$ 500,000	\$ 486,926	\$ 50,000	\$ 536,926	\$ -	\$ -	\$ -	\$ -	\$ 536,926
Design			50,000	36,926	50,000	86,926	-	-	-	-	86,926
Construction			450,000	450,000	-	450,000	-	-	-	-	450,000
Oakmont Drive		11017	\$ 600,000	\$ 573,688	\$ -	\$ 573,688	\$ -	\$ -	\$ -	\$ -	\$ 573,688
Design			150,000	123,688	-	123,688	-	-	-	-	123,688
Construction			450,000	450,000	-	450,000	-	-	-	-	450,000
Cunningham Drive		11018	\$ -	\$ -	\$ -	\$ -	\$ 450,000	\$ -	\$ -	\$ -	\$ 450,000
Design			-	-	-	-	100,000	-	-	-	100,000
Construction			-	-	-	-	350,000	-	-	-	350,000
Glenview Drive		11019	\$ 400,000	\$ 395,909	\$ (395,909)	\$ -	\$ -	\$ 450,000	\$ -	\$ -	\$ 450,000
Design			50,000	45,909	(45,909)	-	-	100,000	-	-	100,000
Construction			350,000	350,000	(350,000)	-	-	350,000	-	-	350,000
Piedmont Avenue		11020	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Design			-	-	-	-	-	-	-	-	-
Construction			100,000	100,000	-	100,000	-	-	-	-	100,000
Total			\$ 1,600,000	\$ 1,556,523	\$ (345,909)	\$ 1,210,614	\$ 450,000	\$ 450,000	\$ -	\$ -	\$ 2,110,614

Water Capital

Pump Stations

Water Pump Station Improvement and Replacement Program Summary

PROJECT #: 11004 | 11003 | 11012 | 11021

Total Project Budget: \$ 8,723,058

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Appropriations					
Water Fund	\$ 2,273,058	\$ 1,350,396	\$ 4,550,000	\$ 5,900,396	\$ 1,900,000	\$ -	\$ -	\$ -	\$ 7,800,396

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Design	\$ 872,500	\$ 123,430	\$ 250,000	\$ 373,430	\$ -	\$ -	\$ -	\$ -	\$ 373,430
Construction	1,400,558	1,226,966	4,300,000	5,526,966	1,900,000	-	-	-	7,426,966
Total	\$ 2,273,058	\$ 1,350,396	\$ 4,550,000	\$ 5,900,396	\$ 1,900,000	\$ -	\$ -	\$ -	\$ 7,800,396

Project Description: The City operates eight pump stations which deliver water through thirteen pressure zones. This program funds the replacement of the water pump station and equipment such as pumps and motors, backup generators, security improvements, as well as the demolition and reconstruction of entire pump stations.

Design of the Sneath Lane and Lake Drive Pump Stations is anticipated to be completed in FY 2022-23 with construction following later during the year.

Funding has been programmed for the design and construction of backup generators at Whitman and Princeton Pump Stations as these locations do not have on-site generators. The design of the generators for the Whitman and Princeton Pump Stations are anticipated to be completed in FY 2022-23.

See the project detail on the following page.



Project Details

Initial Funding Year	FY2009-10
Target Completion Year	On-going
Expended as of July 1, 2021	\$ 922,662

Water Capital

Pump Stations

Water Pump Station Improvement and Replacement Program - Project Detail

PROJECT #: 11004 | 11003 | 11012 | 11021

DEPARTMENT: Public Works			FY2022-23			Total				
FUNDING SOURCES			Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27
Water Fund			\$ 2,273,058	\$ 1,350,396	\$ 4,550,000	\$ 5,900,396	\$ 1,900,000	\$ -	\$ -	\$ -
PROJECT APPROPRIATIONS	Project #	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Sneath Lane Pump Station	11004	\$ 498,058	\$ 88,775	\$ 2,350,000	\$ 2,438,775	\$ 950,000	\$ -	\$ -	\$ -	\$ 3,388,775
Design		355,000	57,072	50,000	107,072	-	-	-	-	107,072
Construction		143,058	31,703	2,300,000	2,331,703	950,000	-	-	-	3,281,703
Lake Drive Pump Station	11003	\$ 355,000	\$ 17,348	\$ 2,050,000	\$ 2,067,348	\$ 950,000	\$ -	\$ -	\$ -	\$ 3,017,348
Design		355,000	17,348	50,000	67,348	-	-	-	-	67,348
Construction		-	-	2,000,000	2,000,000	950,000	-	-	-	2,950,000
Whitman Pump Station Generator	11012	\$ 810,000	\$ 677,763	\$ 75,000	\$ 752,763	\$ -	\$ -	\$ -	\$ -	\$ 752,763
Design		77,500	-	75,000	75,000	-	-	-	-	75,000
Construction		732,500	677,763	-	677,763	-	-	-	-	677,763
Princeton Pump Station Generator	11021	\$ 610,000	\$ 566,510	\$ 75,000	\$ 641,510	\$ -	\$ -	\$ -	\$ -	\$ 641,510
Design		85,000	49,010	75,000	124,010	-	-	-	-	124,010
Construction		525,000	517,500	-	517,500	-	-	-	-	517,500
Total		\$ 2,273,058	\$ 1,350,396	\$ 4,550,000	\$ 5,900,396	\$ 1,900,000	\$ -	\$ -	\$ -	\$ 7,800,396

Water Capital

Water Tanks

Water Tank Improvement and Replacement Program Summary

PROJECT #: 11024 | 85100 | 11022 | 11023

Total Project Budget: \$ 51,230,746

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
Water Fund	\$ 4,216,246	\$ 3,117,777	\$ 1,450,000	\$ 4,567,777	\$ 9,000,000	\$ 9,500,000	\$ 17,750,000	\$ 9,000,000	\$ 49,817,777
SFPUC	314,500	314,500	-	314,500	-	-	-	-	314,500
Total	\$ 4,530,746	\$ 3,432,277	\$ 1,450,000	\$ 4,882,277	\$ 9,000,000	\$ 9,500,000	\$ 17,750,000	\$ 9,000,000	\$ 50,132,277

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
Design	\$ 4,530,746	\$ 3,432,277	\$ 1,450,000	\$ 4,882,277	\$ -	\$ -	\$ -	\$ -	\$ 4,882,277
Construction	-	-	-	-	9,000,000	9,500,000	17,750,000	9,000,000	45,250,000
Total	\$ 4,530,746	\$ 3,432,277	\$ 1,450,000	\$ 4,882,277	\$ 9,000,000	\$ 9,500,000	\$ 17,750,000	\$ 9,000,000	\$ 50,132,277

Project Description: The City operates eight water tanks as part of its water distribution system. This program funds tank replacement, seismic retrofits, rehabilitation of tanks, and other significant modifications to the existing water tanks. The updated Water Master Plan prioritizes future tank modifications, rehabilitation, and replacement efforts based on the needs of the system.

Replacement of the Glenview Tank was completed in FY 2016-17. The current work effort is focused on completing the design of the Cunningham and Sweeney Ridge Tanks.

See the project detail on the following page.



Project Details

Initial Funding Year	FY2004-05
Target Completion Year	On-going
Expended as of July 1, 2021	\$ 1,098,469

Water Capital

Water Tanks

Water Tank Improvement and Replacement Program - Project Detail

PROJECT #: 11024 | 85100 | 11022 | 11023

DEPARTMENT: Public Works

DEPARTMENT: Public Works			FY2022-23			Total				
FUNDING SOURCES	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget	
Water Fund	\$ 4,216,246	\$ 3,117,777	\$ 1,450,000	\$ 4,567,777	\$ 9,000,000	\$ 9,500,000	\$ 17,750,000	\$ 9,000,000	\$ 49,817,777	
SFPUC	314,500	314,500	-	314,500	-	-	-	-	314,500	
Total	\$ 4,530,746	\$ 3,432,277	\$ 1,450,000	\$ 4,882,277	\$ 9,000,000	\$ 9,500,000	\$ 17,750,000	\$ 9,000,000	\$ 50,132,277	
PROJECT APPROPRIATIONS	Project #	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Commodore Tank Installation	11024	\$ 1,500,000	\$ 1,500,000	\$ 750,000	\$ 2,250,000	\$ -	\$ -	\$ 17,750,000	\$ -	\$ 20,000,000
Design		1,500,000	1,500,000	750,000	2,250,000	-	-	-	-	2,250,000
Construction		-	-	-	-	-	-	17,750,000	-	17,750,000
Cunningham Drive Tank Replacement	85100	\$ 1,436,936	\$ 542,163	\$ -	\$ 542,163	\$ 9,000,000	\$ -	\$ -	\$ -	\$ 9,542,163
Design		1,436,936	542,163	-	542,163	-	-	-	-	542,163
Construction		-	-	-	-	9,000,000	-	-	-	9,000,000
Princeton Tank Replacement	11023	\$ 500,000	\$ 500,000	\$ 700,000	\$ 1,200,000	\$ -	\$ -	\$ -	\$ 9,000,000	\$ 10,200,000
Design		500,000	500,000	700,000	1,200,000	-	-	-	-	1,200,000
Construction		-	-	-	-	-	-	-	9,000,000	9,000,000
Sweeney Ridge Tank Replacement	11022	\$ 1,093,810	\$ 890,114	\$ -	\$ 890,114	\$ -	\$ 9,500,000	\$ -	\$ -	\$ 10,390,114
Design		1,093,810	890,114	-	890,114	-	-	-	-	890,114
Construction		-	-	-	-	-	9,500,000	-	-	9,500,000
Total		\$ 4,530,746	\$ 3,432,277	\$ 1,450,000	\$ 4,882,277	\$ 9,000,000	\$ 9,500,000	\$ 17,750,000	\$ 9,000,000	\$ 50,132,277

Water Capital

Water Wells

Well Rehabilitation Program Summary

PROJECT #: 84707 | 11013 | 11014 | 11015

Total Project Budget: \$ 2,077,176

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
Water Fund	\$ 1,077,176	\$ 328,692	\$ 200,000	\$ 528,692	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,328,692

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Well Rehabilitation	\$ 1,077,176	\$ 328,692	\$ 200,000	\$ 528,692	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,328,692

Project Description: This program provides comprehensive preventative maintenance and repairs for all five of the City's wells. The three main tasks at each well include rehabilitating the underground well infrastructure every 10 years, inspection and evaluation of the pumps and motors every 5 years, and replacing the filtration media every 10 years. The Commodore Well is currently inactive awaiting construction of a replacement well and will eventually be included in the rotating rehabilitation schedule.



Project Details

Initial Funding Year	FY2009-10
Target Completion Year	On-going
Expended as of July 1, 2021	\$ 748,484

Water Capital

Water Wells

Well Rehabilitation Program - Project Detail

PROJECT #: 84707 | 11013 | 11014 | 11015

DEPARTMENT: Public Works			FY2022-23			Total FY2023-27 Budget						
			Estimated Carryover	New Request	Total Appropriations							
FUNDING SOURCES			Prior Appropriations			FY2023-24	FY2024-25	FY2025-26	FY2026-27			
Water Fund			\$ 1,077,176	\$ 328,692	\$ 200,000	\$ 528,692	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,328,692	
PROJECT APPROPRIATIONS			Project #	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Corporation Yard Well (17)			84707	\$ 157,407	\$ (1,996)	\$ -	\$ (1,996)	\$ 200,000	\$ -	\$ -	\$ -	\$ 198,004
Lions Field Well (20)			11013	153,823	-	200,000	200,000	-	-	-	200,000	400,000
City Park Well (18)			11014	275,872	187,164	-	187,164	-	200,000	-	-	387,164
Forest Lane Well (16)			11015	490,074	143,524	-	143,524	-	-	200,000	-	343,524
Total			\$ 1,077,176	\$ 328,692	\$ 200,000	\$ 528,692	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,328,692

Water Capital

Well & Tank Upgrades

Water Quality Well System Upgrades & Sweeney Ridge Tank Chlorine Generator Installation

PROJECT #: NEW

Total Project Budget: \$ 600,000

DEPARTMENT: Public Works

		FY2022-23								Total
		Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
FUNDING SOURCES										
Water Fund		-	-	600,000	600,000	-	-	-	-	600,000
Total		\$ -	\$ -	\$ 600,000	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000
PROJECT APPROPRIATIONS										
Construction		-	-	600,000	600,000	-	-	-	-	600,000
Total		\$ -	\$ -	\$ 600,000	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000

Project Description:

Well Water Quality Testing System Upgrades:

This project will install new water quality testing equipment at all City wells (Corporation Yard, Lions Field, City Park, and Forest Lane). Project work includes: 1) Installation of Residual Control System (RCS) units, with multiple probes that test and analyze various water quality categories; and 2) Replacing older and out-dated chemical feed pump systems that release chemicals into well holding tanks to maintain water quality levels. Both systems will be connected to the City's SCADA real-time computer monitoring system.

Sweeney Ridge Tank Chlorine Generator Installation:

This project will install a new generator system that will convert salt into chlorine used to maintain water quality. This tank is located at a very remote location, and currently liquid chlorine must be trucked in daily. This new equipment will measure out and provide more reliable and consistent chlorine levels and requires less crew and equipment to maintain.



Project Details

Initial Funding Year	FY2022-23
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$0

2023-27 Capital Improvement Program

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FY2023-27 Capital Improvement Program

Wastewater Capital
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2023-27 Capital Improvement Program

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Wastewater Capital

FY2023-27 Five-Year Summary by Project and Funding Source

FUNDING SOURCES	Prior Appropriations	FY2022-23			Total				
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Wastewater Fund	\$ 36,796,496	\$ 20,168,279	\$ 5,300,000	\$ 25,468,279	\$ 14,700,000	\$ 14,750,000	\$ 11,500,000	\$ 10,500,000	\$ 76,918,279
PROJECT TITLE	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Main Improvement and Replacement	\$ 13,360,000	\$ 8,466,503	\$ 1,700,000	\$ 10,166,503	\$ 11,200,000	\$ 11,250,000	\$ 8,000,000	\$ 7,000,000	\$ 47,616,503
Pump Station Improvement and Replacement	10,760,000	5,202,945	100,000	5,302,945	-	-	-	-	5,302,945
Water Quality Control Plant Upgrades	12,676,496	6,498,831	3,500,000	9,998,831	3,500,000	3,500,000	3,500,000	3,500,000	23,998,831
Total	\$ 36,796,496	\$ 20,168,279	\$ 5,300,000	\$ 25,468,279	\$ 14,700,000	\$ 14,750,000	\$ 11,500,000	\$ 10,500,000	\$ 76,918,279

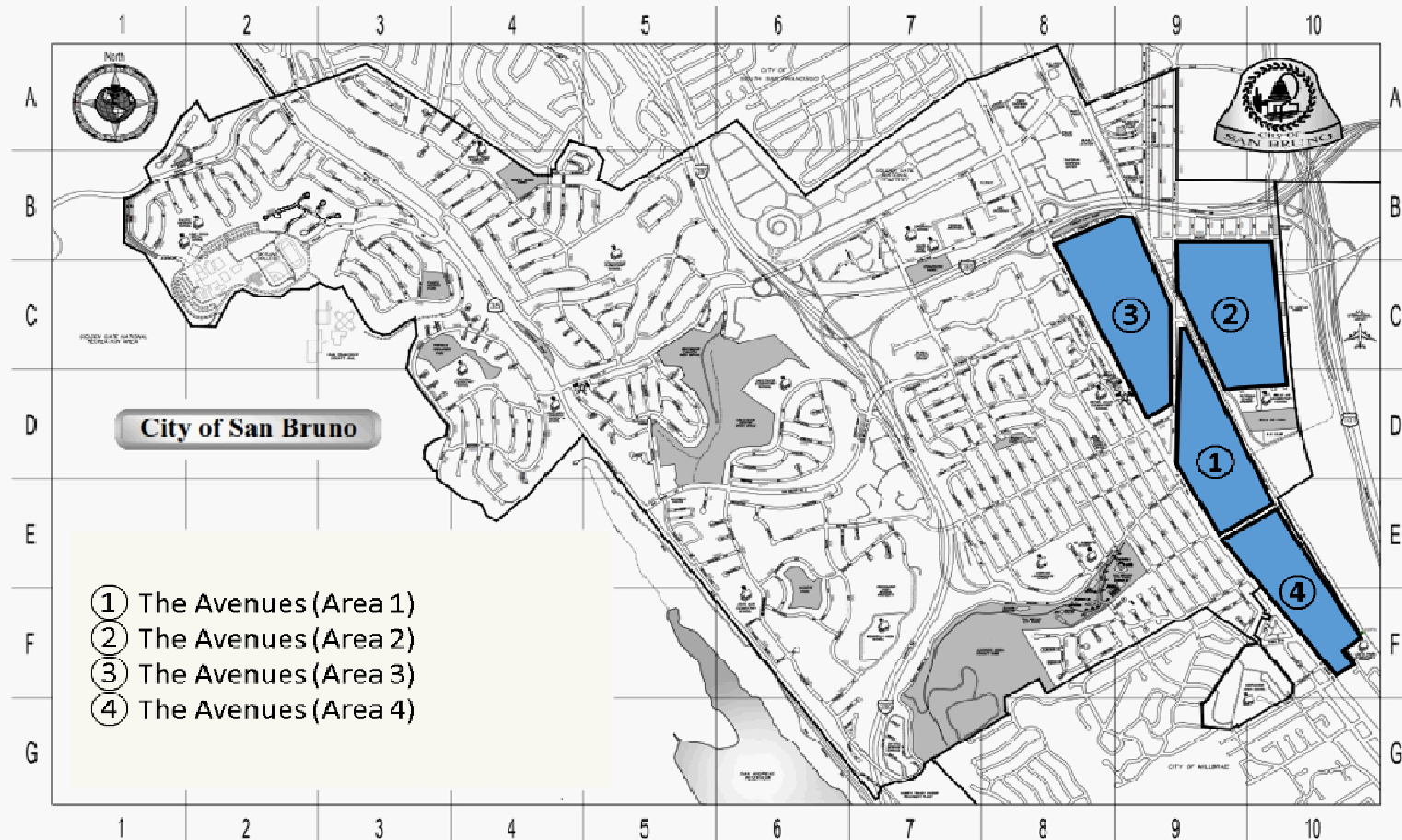
The Wastewater Enterprise Fund provides for the maintenance and capital improvements to the City's wastewater collection system to assure safe and reliable collection and conveyance of wastewater from San Bruno residences and businesses to the Water Quality Control Plant which is jointly owned by the Cities of San Bruno and South San Francisco and operated by South San Francisco. The San Bruno wastewater system consists of 85 miles of sewer mains, 2 miles of force mains, and 6 pumping stations. All wastewater is conveyed to the City of South San Francisco's Shaw Road Pump Station, from there it is pumped to the Water Quality Control Plant for treatment. The Wastewater Capital Improvement Program is designed to protect, preserve, and enhance wastewater facilities and to eliminate sanitary sewer overflows that impact public and environmental health.

Capital investments in the wastewater system are driven by several City Council approved policies and plans including: 1) Sewer System Master Plan; 2) Settlement Agreements; 3) Wastewater Rate Study; and 4) Transit Corridors Plan.

Wastewater Capital

Sewer Mains

Sewer Main Improvement & Replacement Map



Wastewater Capital

Sewer Mains

Sewer Main Improvement & Replacement Summary

PROJECT #: 31006 | 31008 | 31009 | 31010 | 31011 | 31012 | 31013 | 31014

Total Project Budget: \$ 52,510,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
Wastewater Fund	\$ 13,360,000	\$ 8,466,503	\$ 1,700,000	\$ 10,166,503	\$ 11,200,000	\$ 11,250,000	\$ 8,000,000	\$ 7,000,000	\$ 47,616,503
PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Design	\$ 2,720,000	\$ 1,227,523	\$ 1,700,000	\$ 2,927,523	\$ 1,200,000	\$ 1,250,000	\$ -	\$ -	\$ 5,377,523
Construction	10,640,000	7,238,980	-	7,238,980	10,000,000	10,000,000	8,000,000	7,000,000	42,238,980
Total	\$ 13,360,000	\$ 8,466,503	\$ 1,700,000	\$ 10,166,503	\$ 11,200,000	\$ 11,250,000	\$ 8,000,000	\$ 7,000,000	\$ 47,616,503

Project Description: The work plan for this program includes design and construction for replacement of sewer main segments identified as priorities in the 2014 Sewer Master Plan.

Sewer main replacements are scheduled in the following areas during the next five years: Crestwood Drive and in the eastern portion of the City south of I-380, known as "the Avenues." The main focus of the replacement program is to complete projects identified in the Sewer Master Plan to meet regulatory deadlines established and resolve system deficiencies.

Projects to be completed in FY 2022-23 are the design of sewer main pipeline improvements in Avenues 2-1, 2-2, 2-3, and 3-2 areas, and Crestwood Drive. Construction at Avenues 3-1 is anticipated to be completed in FY 2022-23.

See the project detail on the following page.



Project Details

Initial Funding Year	FY2005-06
Target Completion Year	On-going
Expended as of July 1, 2021	\$ 4,893,497

Wastewater Capital

Sewer Mains

Sewer Main Improvement & Replacement - Project Detail

PROJECT #: 31006 | 31008 | 31009 | 31010 | 31011 | 31012 | 31013 | 31014

DEPARTMENT: Public Works			FY2022-23			Total				
FUNDING SOURCES	Prior Appropriations		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Wastewater Fund	\$ 13,360,000		\$ 8,466,503	\$ 1,700,000	\$ 10,166,503	\$ 11,200,000	\$ 11,250,000	\$ 8,000,000	\$ 7,000,000	\$ 47,616,503
			FY2022-23			Total				
PROJECT TITLE	Project #	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Crestwood Drive	31006	\$ 1,200,000	\$ 999,900	\$ 100,000	\$ 1,099,900	\$ -	\$ -	\$ -	\$ -	\$ 1,099,900
Design		300,000	99,900	100,000	199,900	-	-	-	-	199,900
Construction		900,000	900,000	-	900,000	-	-	-	-	900,000
Earl Ave / Glenview Ave	NEW	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Design		-	-	150,000	150,000	-	-	-	-	150,000
Construction		-	-	-	-	-	-	-	-	-
Avenues No. 1-3	31008	\$ 4,430,000	\$ 691,585	\$ -	\$ 691,585	\$ -	\$ -	\$ -	\$ -	\$ 691,585
Design		400,000	62,605	-	62,605	-	-	-	-	62,605
Construction		4,030,000	628,980	-	628,980	-	-	-	-	628,980
Avenues No. 2-1	31009	\$ 500,000	\$ 174,653	\$ 75,000	\$ 249,653	\$ 5,500,000	\$ -	\$ -	\$ -	\$ 5,749,653
Design		500,000	174,653	75,000	249,653	-	-	-	-	249,653
Construction		-	-	-	-	5,500,000	-	-	-	5,500,000
Avenues No. 2-2	31010	\$ 470,000	\$ 171,324	\$ 75,000	\$ 246,324	\$ 4,500,000	\$ -	\$ -	\$ -	\$ 4,746,324
Design		470,000	171,324	75,000	246,324	-	-	-	-	246,324
Construction		-	-	-	-	4,500,000	-	-	-	4,500,000
Avenues No. 2-3	31011	\$ 400,000	\$ 399,955	\$ 600,000	\$ 999,955	\$ -	\$ 5,000,000	\$ -	\$ -	\$ 5,999,955
Design		400,000	399,955	600,000	999,955	-	-	-	-	999,955
Construction		-	-	-	-	-	5,000,000	-	-	5,000,000
Avenues No. 3-1	31012	\$ 6,060,000	\$ 5,729,164	\$ -	\$ 5,729,164	\$ -	\$ -	\$ -	\$ -	\$ 5,729,164
Design		350,000	19,164	-	19,164	-	-	-	-	19,164
Construction		5,710,000	5,710,000	-	5,710,000	-	-	-	-	5,710,000
Avenues No. 3-2	31013	\$ 300,000	\$ 299,922	\$ 700,000	\$ 999,922	\$ -	\$ 5,000,000	\$ -	\$ -	\$ 5,999,922
Design		300,000	299,922	700,000	999,922	-	-	-	-	999,922
Construction		-	-	-	-	-	5,000,000	-	-	5,000,000

						FY2022-23					Total
PROJECT TITLE	Project #	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget	
Avenues No. 3-3	31014	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ -	\$ 4,000,000	\$ -	\$ 4,600,000	
Design		-	-	-	-	600,000	-	-	-	600,000	
Construction		-	-	-	-	-	-	4,000,000	-	4,000,000	
Avenues No. 3-4	Unassigned	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ -	\$ 4,000,000	\$ -	\$ 4,600,000	
Design		-	-	-	-	600,000	-	-	-	600,000	
Construction		-	-	-	-	-	-	4,000,000	-	4,000,000	
Avenues No. 4-1	Unassigned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ 2,000,000	\$ 2,500,000	
Design		-	-	-	-	-	500,000	-	-	500,000	
Construction		-	-	-	-	-	-	-	2,000,000	2,000,000	
Avenues No. 4-2	Unassigned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000	\$ -	\$ 5,000,000	\$ 5,750,000	
Design		-	-	-	-	-	750,000	-	-	750,000	
Construction		-	-	-	-	-	-	-	5,000,000	5,000,000	
Total		\$ 13,360,000	\$ 8,466,503	\$ 1,700,000	\$ 10,166,503	\$ 11,200,000	\$ 11,250,000	\$ 8,000,000	\$ 7,000,000	\$ 47,616,503	

Wastewater Capital

Pump Stations

Wastewater Pump Station Improvement & Replacement Summary

PROJECT #: 31003 | 31004 | 31005

Total Project Budget: \$ 10,860,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
Wastewater Fund	\$ 10,760,000	\$ 5,202,945	\$ 100,000	\$ 5,302,945	\$ -	\$ -	\$ -	\$ -	\$ 5,302,945

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Design	\$ 1,530,000	\$ 859,780	\$ 100,000	\$ 959,780	\$ -	\$ -	\$ -	\$ -	\$ 959,780
Construction	9,230,000	4,343,165	-	4,343,165	-	-	-	-	4,343,165
Total	\$ 10,760,000	\$ 5,202,945	\$ 100,000	\$ 5,302,945	\$ -	\$ -	\$ -	\$ -	\$ 5,302,945

Project Description: The City operates six sanitary sewer pump (lift) stations that convey wastewater from homes and businesses to the City of South San Francisco Shaw Road Pump Station and subsequently to the Water Quality Control Plant located in South San Francisco. This program includes planning, design and construction for improvement or replacement of pump stations and associated force main pipeline.

Design for the Crestwood pump station is scheduled to be completed in FY 2022-23.

See the project detail on the following page.

Project Details

Initial Funding Year	FY2009-10
Target Completion Year	FY2024-25
Expended as of July 1, 2021	\$ 5,557,055



Wastewater Capital

Pump Stations

Wastewater Pump Station Improvement & Replacement - Project Detail

PROJECT #: 31003 | 31004 | 31005

DEPARTMENT: Public Works			FY2022-23								Total	
			Estimated	Total							FY2023-27	
FUNDING SOURCES			Prior	Carryover	New Request	Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	Budget	
			Appropriations									
Wastewater Fund			\$ 10,760,000	\$ 5,202,945	\$ 100,000	\$ 5,302,945	\$ -	\$ -	\$ -	\$ -	\$ 5,302,945	
PROJECT TITLE			Prior	Estimated	Total							FY2023-27
			Appropriations	Carryover	New Request	Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	Budget	
Crestmoor Pump Station	31003	\$ 2,605,000	\$ 63,972	\$ -	\$ 63,972	\$ -	\$ -	\$ -	\$ -	\$ 63,972		
Design		345,000	47,480	-	47,480	-	-	-	-	47,480		
Construction		2,260,000	16,492	-	16,492	-	-	-	-	16,492		
Crestwood Pump Station	31004	\$ 5,250,000	\$ 5,002,417	\$ 100,000	\$ 5,102,417	\$ -	\$ -	\$ -	\$ -	\$ 5,102,417		
Design		840,000	785,549	100,000	885,549	-	-	-	-	885,549		
Construction		4,410,000	4,216,868	-	4,216,868	-	-	-	-	4,216,868		
Lomita Pump Station	31005	\$ 2,905,000	\$ 136,556	\$ -	\$ 136,556	\$ -	\$ -	\$ -	\$ -	\$ 136,556		
Design		345,000	26,751	-	26,751	-	-	-	-	26,751		
Construction		2,560,000	109,805	-	109,805	-	-	-	-	109,805		
Total			\$ 10,760,000	\$ 5,202,945	\$ 100,000	\$ 5,302,945	\$ -	\$ -	\$ -	\$ -	\$ 5,302,945	

Wastewater Capital

Water Quality Control Plant

Water Quality Control Plant

PROJECT #: 85708

Total Project Cost: \$ 30,176,496

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Appropriations					
Wastewater Fund	\$ 12,676,496	\$ 6,498,831	\$ 3,500,000	\$ 9,998,831	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 23,998,831

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
WQCP Improvements	\$ 12,676,496	\$ 6,498,831	\$ 3,500,000	\$ 9,998,831	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 23,998,831

Project Description: The City is responsible for the safe and effective collection and treatment of sanitary sewer discharge by City residents and businesses. For over 70 years, the City of San Bruno and the City of South San Francisco have jointly owned and operated the Water Quality Control Treatment Plant (WQCP) located in South San Francisco to treat the sanitary discharge of both cities. As the cities have grown and regulatory requirements have evolved, the treatment plant has grown in both capacity and complexity.

In the latest effort to meet regulatory requirements and a long-term sustainability plan, the two cities approved a Facility Update Plan in 2011. This plan recommended a series of improvements over the next 30 years ensuring treatment plant reliability to comply with the US Environmental Protection Agency and the State Water Resources Control Board, and to generate additional clean energy to offset power consumption costs.

Significant upcoming projects include Digester and Wet Weather Improvements, Secondary Clarifiers Rehabilitation, Switchgear and Cogen Controls Upgrades, Sea Level Rise Planning, Plant-wide Painting program, and replacements of the Effluent Storage Basin Liner and Sodium Hypochlorite Storage Tank.



Project Details

Initial Funding Year	FY2011-12
Target Completion Year	On-going
Expended as of June 30, 2020	\$ 6,177,665

FY2023-27 Capital Improvement Program

Stormwater Capital
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2023-27 Capital Improvement Program

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Stormwater Capital

FY2023-27 Five-Year Summary by Project and Funding Source

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
CNRA Fund	\$ 913,333	\$ 531,714	\$ -	\$ 531,714	\$ -	\$ -	\$ -	\$ -	\$ 531,714
EPA WQIF	200,000	-	-	-	-	-	-	-	-
FEMA CalOES HMGP	1,209,962	1,209,962	-	1,209,962	-	-	-	-	1,209,962
General Fund Capital Reserve	1,296,772	720,376	-	720,376	-	-	-	-	720,376
Total	\$ 3,620,067	\$ 2,462,052	\$ -	\$ 2,462,052	\$ -	\$ -	\$ -	\$ -	\$ 2,462,052

PROJECT TITLE	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Regional Stormwater Capture Project	\$ 1,113,333	\$ 531,714	\$ -	\$ 531,714	\$ -	\$ -	\$ -	\$ -	\$ 531,714
Spyglass Drive Storm Drain Improvements	1,579,962	1,229,660	-	1,229,660	-	-	-	-	1,229,660
Trash Capture Device Installation	476,772	250,678	-	250,678	-	-	-	-	250,678
Pipeline Replacement	450,000	450,000	-	450,000	-	-	-	-	450,000
Total	\$ 3,620,067	\$ 2,462,052	\$ -	\$ 2,462,052	\$ -	\$ -	\$ -	\$ -	\$ 2,462,052

The Stormwater Enterprise Fund provides for maintenance and capital improvements related to the safe and reliable collection and transport of stormwater runoff throughout San Bruno. The Stormwater Capital Improvement Program is designed to protect, preserve, and enhance stormwater facilities to ensure that homes and businesses face a minimal threat of flooding or extended periods of standing water during and after rain events. The goal is to improve and/or replace existing facilities in an effort to extend the useful life of these valuable public assets.

The Regional Water Quality Control Board regulates stormwater discharge under the requirements of the Federal Clean Water Act to avoid pollution of the receiving water of the San Francisco Bay. Regulatory requirements have become increasingly strict and complex in recent years and the City will be required to complete many costly projects within the next several years to maintain compliance.

The only dedicated funding for stormwater operations and capital improvement is a stormwater assessment collected on the property tax bill. The total revenue from the assessment is approximately \$600,000 annually. This amount is barely sufficient to cover annual stormwater operation costs. Completion of necessary system capital improvements will require identification of additional funding in coming years.

Capital investments in the stormwater system are driven by several City Council approved policies and plans including: 1) Stormwater System Master Plan; and 2) Transit Corridors

Stormwater Capital

Stormwater Mains

Regional Stormwater Capture Project at I-280 and I-380

PROJECT #: 21013

Total Project Budget: \$ 1,113,333

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
EPA WQIF	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CNRA Fund	913,333	531,714	-	531,714	-	-	-	-	531,714
Total	\$ 1,113,333	\$ 531,714	\$ -	\$ 531,714	\$ -	\$ -	\$ -	\$ -	\$ 531,714

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Design	\$ 1,113,333	\$ 531,714	\$ -	\$ 531,714	\$ -	\$ -	\$ -	\$ -	\$ 531,714
Construction	-	-	-	-	-	-	-	-	-
Total	\$ 1,113,333	\$ 531,714	\$ -	\$ 531,714	\$ -	\$ -	\$ -	\$ -	\$ 531,714

Project Description: This is a regional stormwater capture project within San Bruno which is designed to collect, detain and treat stormwater at an open space in the Caltrans right-of-way between the I-280/I-380 interchange from a storm drain that serves portions of the Rollingwood, Crestmoor, Portola Highlands, and Pacific Heights neighborhoods of San Bruno.

This project has the potential to supplement groundwater supplies, alleviate downstream flooding, and improve water quality in San Bruno Creek. This project will treat runoff from a total of 942 acres.

The City has secured a \$200,000 grant through EPA's Water Quality Improvement Fund and \$913,333 through the California Natural Resources Agency towards preliminary design of this project. All conceptual design details will be explored in greater detail during a feasibility analysis.

The estimated construction costs are included in the unfunded priorities section.

Project Details

Initial Funding Year	FY2019-20
Target Completion Year	TBD
Expended as of July 1, 2021	\$0



Stormwater Capital

Stormwater Mains

Spyglass Drive Storm Drain Improvements

PROJECT #: 21011

Total Project Budget: \$ 1,579,962

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 370,000	\$ 19,698	\$ -	\$ 19,698	\$ -	\$ -	\$ -	\$ -	\$ 19,698
FEMA CalOES HMGP	1,209,962	1,209,962	-	1,209,962	-	-	-	-	1,209,962
Total	\$ 1,579,962	\$ 1,229,660	\$ -	\$ 1,229,660	\$ -	\$ -	\$ -	\$ -	\$ 1,229,660

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Design	\$ 370,000	\$ 19,698	\$ -	\$ 19,698	\$ -	\$ -	\$ -	\$ -	\$ 19,698
Construction	1,209,962	1,209,962	-	1,209,962	-	-	-	-	1,209,962
Total	\$ 1,579,962	\$ 1,229,660	\$ -	\$ 1,229,660	\$ -	\$ -	\$ -	\$ -	\$ 1,229,660

Project Description: This project will be designed to mitigate flooding issues during intense storm events. Over the years, approximately eight properties within the Spyglass Drive neighborhood have experienced multiple flooding events including property damage. Project will assess alternatives to mitigate the flooding issues and will provide residents within the Spyglass Drive neighborhood a more reliable storm infrastructure system by preventing future overflows.

Project design was completed in FY 2020-21. The project received funding for the construction phase through the FEMA Hazard Mitigation grant in 2021. Construction is anticipated to be completed in FY 2022-23.

Project Details

Initial Funding Year	FY2018-19
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$ 350,302



Stormwater Capital

Trash Capture Devices

Trash Capture Device Design and Installation

PROJECT #: 21003

Total Project Budget: \$ 476,772

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	476,772	250,678	-	250,678	-	-	-	-	250,678
Total	\$ 476,772	\$ 250,678	\$ -	\$ 250,678	\$ -	\$ -	\$ -	\$ -	\$ 250,678

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Design	\$ 320,772	\$ 250,678	-	\$ 250,678	\$ -	\$ -	\$ -	\$ -	\$ 250,678
Installation	156,000	-	-	-	-	-	-	-	-
Total	\$ 476,772	\$ 250,678	\$ -	\$ 250,678	\$ -	\$ -	\$ -	\$ -	\$ 250,678

Project Description: This project will install trash capture devices in key areas of the City to catch and hold solids, including small trash, sediments, and cigarette butts, and allow stormwater to continue flowing into San Francisco Bay. This project is intended to comply with Regional Water Quality Control Board requirements to significantly reduce stormwater contaminants entering San Francisco Bay. The Water Board requires agencies to reduce trash discharges by 80 percent from 2009 levels by 2019, and 100% reduction by 2022, or no visual impact.

A Feasibility Study completed during FY 2017-18 provided recommended trash capture device installation locations and construction cost estimates. The Feasibility Study recommended installing a combination of small and large trash capture devices. Installation of approximately 188 small trash capture devices approved by Council in March 2018 will help the City achieve the 80% trash reduction goal for 2019. Recommendations for how to meet the 90% trash reduction target by 2022 will be provided by a follow-up Feasibility Study during FY 2021-22 and may include installing large trash capture devices where stormwater exits San Bruno, or installing more small trash capture devices which will require additional, on-going maintenance.

Project Details

Initial Funding Year	FY2016-17
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$ 70,094



Stormwater Capital

Pipeline Replacement

Stormwater Pipeline Replacement

PROJECT #: 21010

Total Project Budget: \$ 450,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 450,000	\$ 450,000	\$ -	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ 450,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Design	\$ 50,000	\$ 50,000	-	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Construction	400,000	400,000	-	400,000	-	-	-	-	400,000
Total	\$ 450,000	\$ 450,000	\$ -	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ 450,000

Project Description: During construction of the SFPUC's pipeline near the County Park at Crystal Springs Road, SFPUC's contractor discovered a leaking and broken stormwater pipeline, which resulted in erosion near the CCSF easement area and El Zanjon Creek. The existing stormwater pipeline connects to the drain inlet within Crystal Springs Road and collects stormwater from the roadway and Crystal Springs Terrace Apartments then discharges the flow to El Zanjon Creek.

In order to mitigate further erosion and impact to CCSF pipelines and Crystal Spring Road, the stormwater pipeline will need to be replaced from the drain inlet to El Zanjon Creek and the hillside restored. The cost for the design and construction of the new stormwater pipeline and erosion mitigation efforts is estimated to be approximately \$450,000 with a contingency.



Project Details

Initial Funding Year	FY2020-21
Target Completion Year	FY2021-22
Expended as of July 1, 2021	\$ -

2023-27 Capital Improvement Program

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FY2023-27 Capital Improvement Program

CityNet Capital
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2023-27 Capital Improvement Program

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CityNet Capital

FY2023-27 Five-Year Summary by Project and Funding Source

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
American Rescue Plan Act of 2021	250,000	117,000	-	117,000	-	-	-	-	117,000
Total	\$ 250,000	\$ 117,000	\$ -	\$ 117,000	\$ -	\$ -	\$ -	\$ -	\$ 117,000

PROJECT TITLE	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Channel 1 Upgrade	250,000	117,000	-	117,000	-	-	-	-	117,000
Total	\$ 250,000	\$ 117,000	\$ -	\$ 117,000	\$ -	\$ -	\$ -	\$ -	\$ 117,000

CityNet's Capital Improvement Program provides funding for major system improvements and equipment purchases and replacement.

Capital investments in the Cable Television system ensure that San Bruno CityNet is positioned to deliver the highest level of customer care and service and provide the broadest choice of telecommunication products and services. Enhancements to the Cable Television system guarantee optimal network stability and performance and allows San Bruno CityNet to remain competitive in the constantly evolving Cable services industry.

Channel 1 Upgrade

PROJECT #: 41005

Total Project Budget: \$ 250,000

DEPARTMENT: CityNet		FY2022-23								Total
FUNDING SOURCES	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27		FY2023-27 Budget
American Rescue Plan Act of 2021	250,000	117,000	-	117,000	-	-	-	-		117,000
Total	\$ 250,000	\$ 117,000	\$ -	\$ 117,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 117,000
PROJECT APPROPRIATIONS		Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Install & Consultation	\$ 250,000	\$ 117,000	\$ -	\$ 117,000	\$ -	\$ -	\$ -	\$ -	\$ -	117,000

Project Description: Channel 1 is the City of San Bruno's Public, Educational and Governmental TV Channel managed and operated by San Bruno City Net Services. Its usage during the COVID pandemic has surged by over 400% as it serves San Bruno viewers with pandemic related government information and public health messages. The current broadcasting format of the Channel is Standard Definition (SD), an obsolete broadcast format based on equipment last upgraded comprehensively in 2008-09. The TV recording and broadcast equipment has been failing in its various components over the years and these components have been replaced with the best available replacements. The most recent example of such equipment failures is the standard definition digital message board, for which the only replacement available is in High Definition (HD), necessitating the search underway for equipment to downgrade the output from HD to SD. The current broadcast workflow status is the TV cameras used for recording are in High Definition format, the only industry standard currently available, and the HD TV signal output has to be downgraded from high definition to standard definition to accommodate the other broadcasting equipment which remains in Standard Definition. Additionally the traditional cable TV distribution system, which currently distributes Channel 1 in Standard Definition, is in need of an early transition to a new, all High Definition Internet Protocol TV standard to overcome its own workflow issues related to technological obsolescence. The need to move Channel 1 to a new HD format is of high priority, to keep the channel broadcasting and able to serve the public during this public health emergency as well as in future situations as they arise.

Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2021-22
Expended as of July 1, 2021	\$ -



FY2023-27 Capital Improvement Program

Parks Capital

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2023-27 Capital Improvement Program

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Parks

FY2023-27 Five-Year Summary by Funding

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 842,606	\$ 271,434	\$ 375,000	\$ 646,434	\$ -	\$ 1,450,000	\$ -	\$ -	\$ 2,096,434
Housing Urban Dev	-	-	200,000	200,000	-	-	-	-	200,000
Prop 68 State Park Grant	205,635	205,635	-	205,635	-	-	-	-	205,635
San Bruno Community Foundation	200,000	-	-	-	-	-	-	-	-
Unfunded	-	-	4,029,975	4,029,975	-	-	-	-	4,029,975
Total	\$ 1,248,241	\$ 477,069	\$ 4,604,975	\$ 5,082,044	\$ -	\$ 1,450,000	\$ -	\$ -	\$ 6,532,044

This program provides for the improvement and development of the City's facilities, infrastructure, and major equipment used to deliver services to the community, much of which are several decades old. At this time, no dedicated or ongoing revenue resource exists to support the Parks and Facilities Capital Fund. Instead, funding for the Parks and Facilities Capital Fund comes from a variety of sources, including the General Fund, Park-In-Lieu Fund, grant funds, and transfers from other City funds.

Capital investment in the Parks & Facilities are currently driven by City Council approved policies and Parks & Recreation Facilities Master Plan. This plan identifies improvements for specific recreational facilities in San Bruno. A community-wide Facilities Master Plan would be desirable to anticipate future building capital needs and assist with long-term capital funding.

Parks

FY2023-27 Five-Year Summary by Project

PROJECT TITLE	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
Beckner Shelter	\$ 250,000	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Florida Avenue Park	600,051	4,629	1,995,371	2,000,000	-	-	-	-	2,000,000
Park Pathways	398,190	222,440	34,604	257,044	-	-	-	-	257,044
Posey Park	-	-	575,000	575,000	-	1,450,000	-	-	2,025,000
Citywide Baseball Field Lighting & Fencing Upgrades	-	-	2,000,000	2,000,000	-	-	-	-	2,000,000
Total	\$ 1,248,241	\$ 477,069	\$ 4,604,975	\$ 5,082,044	\$ -	\$ 1,450,000	\$ -	\$ -	\$ 6,532,044

Parks

Beckner Shelter Road

Beckner Shelter Road and Parking Lot Repaving

PROJECT #: 51022

Total Project Budget: \$ 250,000

DEPARTMENT: Community Services

FUNDING SOURCES	Prior Appropriations	FY2022-23			Total				
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
General Fund Capital Reserve	\$ 250,000	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	Total				
					FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Repaving	\$ 250,000	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

Project Description: Beckner Shelter Road is located in upper City Park and connects the parking lot near the existing pool to Beckner Shelter picnic area. The road and parking lot are used to access the Beckner Shelter area and also to access walking trails at Junipero Sierra County Park.

The road and parking lot have been deteriorating for years and are full of potholes. Several attempts have been made to fix the potholes, only for them to return. The last few years, staff has been spreading gravel to minimize the potholes which works for a short period of time. The deterioration of the road is to such a degree that, even with gravel, it can no longer be modified to adequately provide a safe surface for walking and driving.

Repaving the road and parking lot will allow for a smooth and safe surface for both vehicular use and pedestrians.



Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2021-22
Expended as of June 30, 2020	\$0

Parks

Parks

Florida Avenue Park

PROJECT #: 51001

Total Project Budget: \$ 2,595,422

DEPARTMENT: Community Services/Public Works		FY2022-23								Total
FUNDING SOURCES	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27		FY2023-27 Budget
General Fund Capital Reserve	\$ 400,051	\$ 4,629	\$ -	\$ 4,629	\$ -	\$ -	\$ -	\$ -	\$ -	4,629
Unfunded	-	-	1,995,371	1,995,371	-	-	-	-	-	1,995,371
San Bruno Community Foundation	200,000	-	-	-	-	-	-	-	-	-
Total	\$ 600,051	\$ 4,629	\$ 1,995,371	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	2,000,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27		FY2023-27 Budget
Site Demo and Clean up	\$ 331,441	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Planning and Design	218,610	4,629	95,371	100,000	-	-	-	-	-	100,000
Construction	50,000	-	1,900,000	1,900,000	-	-	-	-	-	1,900,000
Total	\$ 600,051	\$ 4,629	\$ 1,995,371	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	2,000,000

Project Description: In 2014, the single-family residence located at 324 Florida Avenue was purchased by the City for future use as a neighborhood park. In 2016, the City completed facilitated master plan process for the park which was approved by the City Council in October 2016. In May 2017, demolition and remediation of the property was completed. The park design was completed in Fall 2017 and the project was bid for construction. Construction of the park was placed on hold due to neighbors appealing the project design. Following settlement with Friends of Florida Park in Fall 2019, staff worked with a landscape design firm to finalize new design drawings which include the specimen tree. Construction drawings were completed in Q1 FY2020-21 to be shelf ready for the Round 4 of the Prop 68 funded Statewide Park Development and Community Revitalization Grant.

The City was not successful in its application for a Prop 68 Grant. This project is currently unfunded.

Initial Funding Year	FY2015-16
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$ 595,422



Parks

Parks

Park Pathways

PROJECT #: 60007

Total Project Budget: \$ 432,794

DEPARTMENT: Community Services

FUNDING SOURCES	Prior Appropriations	FY2022-23								Total
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27		FY2023-27 Budget
Prop 68	\$ 205,635	\$ 205,635	\$ -	\$ 205,635	\$ -	\$ -	\$ -	\$ -	\$	205,635
General Fund Capital Reserve	192,555	16,805	-	16,805	-	-	-	-		16,805
Unfunded	-	-	34,604	34,604	-	-	-	-		34,604
Total	\$ 398,190	\$ 222,440	\$ 34,604	\$ 257,044	\$ -	\$ -	\$ -	\$ -	\$	257,044

PROJECT APPROPRIATIONS	Prior Appropriations									Total
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27		FY2023-27 Budget
Construction	\$ 398,190	\$ 222,440	\$ 34,604	\$ 257,044	\$ -	\$ -	\$ -	\$ -	\$	257,044

Project Description: This project includes the rehabilitation of the Pacific Heights Park pathways to create an even surface. It will require the removal of existing asphalt and repaving in many locations, crack-fill and sealing, and the application of a slurry finish to the pathway surface to prevent further deterioration from water intrusion. Upgrading the pathway is part of the ADA Transition Plan and will comply with all ADA standards. This is the final pathway in the park system that has been identified as needing rehabilitation. In previous years San Bruno City Park, Commodore Park and Grundy Park pathways have been rehabilitated.

The City reviewed the Prop 68 Per Capita Grant in Q2 FY2021-22 in the amount of \$305,635. The grant will require a 20% matching funds in the amount of \$51,409



Project Details

Initial Funding Year	FY2016-17
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$175,750

Parks

Parks

Posey Park

PROJECT #: 51024

Total Project Budget: \$ 2,025,000

DEPARTMENT: Community Services

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
Housing Urban Dev	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
General Fund Capital Reserve	-	-	375,000	375,000	-	1,450,000	-	-	1,825,000
Total	\$ -	\$ -	\$ 575,000	\$ 575,000	\$ -	\$ 1,450,000	\$ -	\$ -	\$ 2,025,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
Planning & Design	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ 174,000	\$ -	\$ -	\$ 249,000
Construction	-	-	500,000	500,000	-	1,276,000	-	-	1,776,000
Total	\$ -	\$ -	\$ 575,000	\$ 575,000	\$ -	\$ 1,450,000	\$ -	\$ -	\$ 2,025,000

Project Description: As part of the Caltrain San Bruno Grade Separation project in late 2010, Posey Park was relocated, and a water feature was installed as part of the overall project. Shortly following completion of the Grade Separation Project, several noticeable defects appeared in the water feature. Rust spots from exposed rebar and various cracks in the concrete are easily visible throughout the fountain's painted concrete. Inspection of the fountain water proofing showed signs of bubbling and peeling thus exposing the concrete underneath. A leak was subsequently found. As a result of these defects, the fountain that has been inoperative 4-5 years.

The City anticipates \$200,000 in Measure K funding being awarded in May 2022. The remainder of the funding will need to be identified.



Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$0

Parks

Field Light Upgrade

Citywide Baseball Field Lighting & Fencing Upgrades

PROJECT #: 51025

Total Project Budget: \$ 2,000,000

DEPARTMENT: Community Services

DEPARTMENT: Community Services		FY2022-23			Total				
FUNDING SOURCES	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Unfunded	-	-	2,000,000	2,000,000	-	-	-	-	2,000,000
Total	\$ -	\$ -	\$ 2,000,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Lighting	\$ -	\$ -	\$ 1,250,000	\$ 1,250,000	\$ -	\$ -	\$ -	\$ -	\$ 1,250,000
Light Pole Refurbishing	-	-	350,000	350,000	-	-	-	-	350,000
Fencing	-	-	150,000	150,000	-	-	-	-	150,000
Contingency	-	-	250,000	250,000	-	-	-	-	250,000
Total	\$ -	\$ -	\$ 2,000,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000

Project Description: The field lights at Lara Field, Diamond 2, Diamond 3, and Lions Field use outdated technology including metal halide bulbs and ballasts. The bulbs are difficult to find and are expensive as this technology is being phased out and replaced by LED lit playing fields. As the existing lights fail, the light levels drops below standard recreational play levels. The new LED technology provide a more uniform light levels for the user groups. Replacing all field lights to LED will decrease energy consumption by almost half. They will also decrease maintenance time and costs as LEDs last up to 5 times longer than the current system and have less parts to fail. Additionally, warranties provide all repair work to be provided by the vendor.

This project is currently unfunded. The City submitted a funding request to CA State Senator Josh Becker's office to fund lighting improvements and to renovate fencing at Lara Field, a regulation-sized field for players aged 14 and older.



Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$0

2023-27 Capital Improvement Program

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FY2023-27 Capital Improvement Program

Fire Capital
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2023-27 Capital Improvement Program

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Fire Department

FY2023-27 Five-Year Summary by Funding

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
Emergency Disaster Reserve Fund	\$ 125,000	\$ 50,120	\$ -	\$ 50,120	\$ -	\$ -	\$ -	\$ -	\$ 50,120
General Fund Capital Reserve	75,000	75,000	-	75,000	-	-	-	-	75,000
Measure G	150,000	123,750	150,000	273,750	150,000	150,000	150,000	150,000	873,750
PG&E Settlement	1,750,000	1,328,561	-	1,328,561	625,000	625,000	-	-	2,578,561
Total	\$ 2,100,000	\$ 1,577,431	\$ 150,000	\$ 1,727,431	\$ 775,000	\$ 775,000	\$ 150,000	\$ 150,000	\$ 3,577,431

The San Bruno Fire Department provides for the protection and public safety of the community 24 hours a day, 7 days a week, through 5 major divisions. The Fire Prevention / Life Safety Division Provides enforcement of appropriate codes and ordinances, inspections, and fire cause and origin investigation. Provides public information and education programs including home and school fire safety, earthquake preparedness, CPR/AED training, car seat installation, career education, and bike helmet safety. The San Bruno Fire Department currently manages two CIP budgets to support its mission through the Fire Prevention Division.

Crestmoor Canyon Wildfire Mitigation: This CIP Budget utilizes three million dollars from PG&E, specifically for physical work in the canyon, to help mitigate the Wildfire threat in addition to City funds used for planning and CEQA work.

Citywide Wildfire Mitigation: This CIP Budget utilizes approximately \$150,000 dollars of City funds to support Citywide Wildfire Mitigation efforts that are aligned with the San Bruno Fire Department's wildfire risk analysis.

Fire Department

FY2023-27 Five-Year Summary by Project

PROJECT TITLE	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
Crestmoor Canyon Wildfire Mitigation	\$ 1,950,000	\$ 1,453,681	\$ -	\$ 1,453,681	\$ 625,000	\$ 625,000	\$ -	\$ -	\$ 2,703,681
New Citywide Mitigation	150,000	123,750	150,000	273,750	150,000	150,000	150,000	150,000	873,750
Total	\$ 2,100,000	\$ 1,577,431	\$ 150,000	\$ 1,727,431	\$ 775,000	\$ 775,000	\$ 150,000	\$ 150,000	\$ 3,577,431

Fire Department

Fire Department

Crestmoor Canyon Wildfire Mitigation

PROJECT #: 51019

Total Project Budget: \$ 3,200,000

DEPARTMENT: Fire Department

FUNDING SOURCES	Prior Appropriations	FY2022-23			Total				
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Emergency Disaster Reserve Fund	\$ 125,000	\$ 50,120	\$ -	\$ 50,120	\$ -	\$ -	\$ -	\$ -	\$ 50,120
General Fund Capital Reserve	75,000	75,000	-	75,000	-	-	-	-	75,000
PG&E Settlement	1,750,000	1,328,561	-	1,328,561	625,000	625,000	-	-	2,578,561
Total	\$ 1,950,000	\$ 1,453,681	\$ -	\$ 1,453,681	\$ 625,000	\$ 625,000	\$ -	\$ -	\$ 2,703,681

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	Total				
					FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Planning & Environmental Clearance	\$ 100,000	\$ 25,120	\$ -	\$ 25,120	\$ -	\$ -	\$ -	\$ -	\$ 25,120
Mitigation	1,750,000	1,328,561	-	1,328,561	625,000	625,000	-	-	2,578,561
CEQA Review	100,000	100,000	-	100,000	-	-	-	-	100,000
Total	\$ 1,950,000	\$ 1,453,681	\$ -	\$ 1,453,681	\$ 625,000	\$ 625,000	\$ -	\$ -	\$ 2,703,681

Project Description: Crestmoor Canyon is a large open space area totaling 76.6 acres and is owned by the City of San Bruno. It is surrounded by the Crestmoor, and Rollingwood residential subdivisions, which contain approximately 321 homes; 137 homes respectively. Additionally, a school, and City facilities directly border the Canyon. Within a quarter-mile to the west of the Canyon is Sweeney Ridge a 1,200 acre of open space park, which is part of the National Parks Service and identified as Federal Responsibility Area.

During the 2010 PG&E gas pipeline explosion in the Crestmoor neighborhood, the fire spread into the Crestmoor Canyon. Fire danger in the Canyon remains a critical concern for the City of San Bruno and the residents of the affected Crestmoor neighborhood. City Council Allocated \$125,000 from the City's Emergency Disaster Reserve Fund on 10/22/19 to initiate project planning and environmental clearance processes for the Project. The City was awarded three million dollars from PG&E, specifically for physical work in the canyon, to help mitigate the Wildfire threat. We are working on securing a Project Manager to oversee the completion of the project. This Project Manager will work on a CEQA document required to do more mitigation work than the routine yearly maintenance and supervising the work to be carried out in the canyon. Further, the City will need to identify funding to support annual maintenance after the first-year vegetation clearance.

Project Details

Initial Funding Year	FY2019-20
Target Completion Year	Ongoing
Expended as of July 1, 2021	\$496,319



Fire Department

Fire Department

Citywide Wildfire Mitigation

PROJECT #: 51023

Total Project Budget: \$ 900,000

DEPARTMENT: Fire Department

FUNDING SOURCES	Prior Appropriations	FY2022-23							Total
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Measure G	150,000	123,750	150,000	273,750	150,000	150,000	150,000	150,000	873,750
Total	\$ 150,000	\$ 123,750	\$ 150,000	\$ 273,750	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 873,750

PROJECT APPROPRIATIONS	Prior Appropriations								Total
		Estimate Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Mitigation	150,000	123,750	150,000	273,750	150,000	150,000	150,000	150,000	873,750
Total	\$ 150,000	\$ 123,750	\$ 150,000	\$ 273,750	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 873,750

Project Description: The City of San Bruno owns many large open space areas and undeveloped parcels in close proximity to residential structures. These areas pose a significant risk of a large devastating fire. The City of San Bruno directly borders Federal, State, and County land in high fire severity zones.

Many of the Bay Area's most damaging wildland interface fires occurred where homes in areas adjacent to open space were threatened by wildfires. Over the last 30 years, over 197,482 acres have burned, and 5,385 structures have been lost to the largest of these fires. These include the 1991 Oakland Hills "Tunnel Fire," the 1995 Marin County "Vision Fire," the 2002 Santa Clara "Croy Fire," and most recently the in 2009 Lockheed Fire, and in 2020 the CZU Lightning complex fire. These devastating fires have all been in close proximity to San Bruno and should serve as a reminder that we are not immune from a catastrophic wildfire in our local area. Being prepared for this type of incident is critical to the safety of our community. San Bruno has worked to address wildfire issues for years through public education, inspection, permitting, and staffing. This project aims to provide the funds necessary to begin reducing fuel and to minimize the wildfire impacts on properties and the occupants of properties should a wildfire occur. This community-wide wildfire mitigation project will allow the City of San Bruno and the San Bruno Fire Department to target wildfire mitigation projects on City property annually and begin to mitigate wildfire risk on City owned properties. These projects will be selected based on risk assessment tools such as the No-Harm study and other local factors required to maximize fiscal resources. This essential step in meeting the above-stated goals is to utilize comprehensive data that clearly defines and quantifies the wildfire threat to each parcel, our community, and open space lands.



Project Details

Initial Funding Year	FY2021-22
Target Completion Year	Ongoing
Expended as of July 1, 2021	\$26,250

FY2023-27 Capital Improvement Program

Police Department Capital
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2023-27 Capital Improvement Program

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Police Department Capital

FY2023-27 Five-Year Summary by Project and Funding Source

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Appropriations					
Equipment Reserve	\$ 448,000	\$ 49,237	\$ -	\$ 49,237	\$ -	\$ -	\$ -	\$ -	\$ 49,237
Police Asset Forfeiture Fund - Equitable Sharing	150,000	21,444	-	21,444	-	-	-	-	21,444
Streets Special Rev - Centrum Settlement Funds	225,000	225,000	106,000	331,000	-	-	-	-	331,000
Unfunded	-	-	321,000	321,000	-	-	-	-	321,000
Total	\$ 823,000	\$ 295,681	\$ 427,000	\$ 722,681	\$ -	\$ -	\$ -	\$ -	\$ 722,681

PROJECT TITLE	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Radio System Replacement	\$ 448,000	\$ 49,237	\$ -	\$ 49,237	\$ -	\$ -	\$ -	\$ -	\$ 49,237
Dispatch Ergonomic Upgrade	105,000	21,444	-	21,444	-	-	-	-	21,444
Records Ergonomic Upgrade	45,000	-	-	-	-	-	-	-	-
Downtown Paking Program	225,000	225,000	427,000	652,000	-	-	-	-	652,000
Total	\$ 823,000	\$ 295,681	\$ 427,000	\$ 722,681	\$ -	\$ -	\$ -	\$ -	\$ 722,681

Police Department

Radio

Police Station - Radio System

PROJECT #: 51015

Total Project Budget: \$ 448,000

DEPARTMENT: Police Department		FY2022-23								Total FY2023-27 Budget
FUNDING SOURCES	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27		
Equipment Reserve Funds	\$ 448,000	\$ 49,237	\$ -	\$ 49,237	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,237
PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27		FY2023-27 Budget
Radio System Replacement	\$ 448,000	\$ 49,237	\$ -	\$ 49,237	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,237

Project Description: This project replaces the facility's 20-year old radio system, including the electronic hardware infrastructure and replacing all of the portable radio units. Equipment Reserve funding has been planned and set aside for the radio replacement project. Expect to complete project by FY2021-22.



Project Details

Initial Funding Year	FY2015-16
Target Completion Year	FY2021-22
Expended as of July 1, 2021	\$ 398,763

Police Department

Ergonomics

Dispatch and Records Ergonomic Update

PROJECT #: 51018

Total Project Cost: \$ 171,444

DEPARTMENT: Police Department					FY2022-23				Total
FUNDING SOURCES	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Police Asset Forfeiture Fd-Equitable Sharing (80942)	150,000	21,444	-	21,444	-	-	-	-	21,444
Total	\$ 150,000	\$ 21,444	\$ -	\$ 21,444	\$ -	\$ -	\$ -	\$ -	\$ 21,444

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Dispatch Ergonomic Upgrade	\$ 105,000	\$ 21,444	\$ -	\$ 21,444	\$ -	\$ -	\$ -	\$ -	\$ 21,444
Records Ergonomic Upgrade	45,000	-	-	-	-	-	-	-	-
Total	\$ 150,000	\$ 21,444	\$ -	\$ 21,444	\$ -	\$ -	\$ -	\$ -	\$ 21,444

Project Description: The Dispatch and Records Division Areas were installed in 2002 have reached the end of their serviceable life. There have been a number of risk factors that have caused both Dispatch and Records personnel to have required ergonomic evaluations that have concluded the workstations do not provide efficient ergonomic working conditions. Other concerns include technology integration, cable management, structural integrity, and console management. The continued use of inefficient and outdated furniture and equipment will result in service and repair cost increases each fiscal year. Additionally, several dispatch components are unable to be repaired due to unavailability of replacement parts.

Implementation of the Dispatch portion of this project can be completed in conjunction with the current approved CIP Radio Replacement project, the cost for certain communication installations would be eliminated from the Dispatch ergonomic update.



Project Details

Initial Funding Year	FY2019-20
Target Completion Year	FY2021-22
Expended as of July 1, 2021	\$128,556

Police Department

Parking Program

Downtown Parking Program

PROJECT #: 60022

Total Project Budget: \$ 652,000

DEPARTMENT: Police/Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
Streets Special Rev - Centrum Settlement	\$ 225,000	\$ 225,000	\$ 106,000	\$ 331,000	\$ -	\$ -	\$ -	\$ -	\$ 331,000
Unfunded	-	-	321,000	321,000	-	-	-	-	321,000
Total	\$ 225,000	\$ 225,000	\$ 427,000	\$ 652,000	\$ -	\$ -	\$ -	\$ -	\$ 652,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Design	\$ 150,000	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Construction	75,000	75,000	427,000	502,000	-	-	-	-	502,000
Total	\$ 225,000	\$ 225,000	\$ 427,000	\$ 652,000	\$ -	\$ -	\$ -	\$ -	\$ 652,000

Project Description: Concern over parking issues in downtown San Bruno has intensified over recent years. Downtown stretches along San Mateo Avenue, from El Camino Real to San Bruno Avenue and the San Bruno Caltrain Station. Spaces on San Mateo Avenue between Huntington Avenue and El Camino Real currently have a 2-hour time limit, enforced from 8 AM to 6 PM weekdays and Saturdays, as do some of the cross streets intersecting San Mateo Avenue. Most of the remaining on-street spaces are unregulated; these spaces are in primarily residential neighborhoods and are generally intended to serve residents who live nearby.

This project will install pay stations at existing 2-hour parking spaces on San Mateo Avenue, City-owned parking lots, and on select cross streets to encourage short-term parking and direct long-term parking into lots. Automated license plate readers are high-speed computer-controlled camera systems that photograph license plates, convert the numbers and letters into machine-readable text, tag them with the time and location, and upload that data into a database for retrieval. This project also installs vehicle mounted license plate reader systems onto a parking enforcement service company's vehicles or the City's patrol vehicles.



Project Details

Initial Funding Year	FY2020-21
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$0

FY2023-27 Capital Improvement Program

Facilities Capital

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2023-27 Capital Improvement Program

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Facilities

FY2023-27 Five-Year Summary by Funding

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
City Art	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
CityNet Fund	146,000	59,832	25,000	84,832	-	-	-	-	84,832
Crestmoor Project Remaining Balance	-	-	900,000	900,000	-	-	-	-	900,000
EOC	-	-	20,000	20,000	-	-	-	-	20,000
General Fund Capital Reserve	732,356	403,881	183,247	587,128	47,599	49,348	51,967	50,660	786,702
Library Construction Donations	298,000	298,000	-	298,000	-	-	-	-	298,000
PG&E Settlement Funds, Ex Partee Disclos	-	-	1,000,000	1,000,000	-	-	-	-	1,000,000
San Bruno Community Foundation	34,434,470	23,242,145	15,565,530	38,807,675	-	-	-	-	38,807,675
Senior Center Bequest Funds	634,776	572,189	75,000	647,189	60,000	50,000	35,000	-	792,189
YouTube Community Benefits	-	-	4,500,000	4,500,000	-	-	-	-	4,500,000
Water	-	-	940,000	940,000	-	-	-	-	940,000
Wastewater	-	-	580,000	580,000	-	-	-	-	580,000
Unfunded	-	-	2,130,000	2,130,000	297,899	192,700	100,000	100,000	2,820,599
Total	\$ 36,245,602	\$ 24,576,047	\$ 25,968,777	\$ 50,544,824	\$ 405,498	\$ 292,048	\$ 186,967	\$ 150,660	\$ 51,579,997

This program provides for the improvement and development of the City's facilities, infrastructure, and major equipment used to deliver services to the community, much of which are several decades old. At this time, no dedicated or ongoing revenue resource exists to support the Parks and Facilities Capital Fund. Instead, funding for the Parks and Facilities Capital Fund comes from a variety of sources, including the General Fund, Park-In-Lieu Fund, grant funds, and transfers from other City funds.

Capital investment in the Parks & Facilities are currently driven by City Council approved policies and Parks & Recreation Facilities Master Plan. This plan identifies improvements for specific recreational facilities in San Bruno. A community-wide Facilities Master Plan would be desirable to anticipate future building capital needs and assist with long-term capital funding.

Facilities

FY2023-27 Five-Year Summary by Project

PROJECT TITLE	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
CityNet Facility HVAC Replacement Program	\$ 146,000	\$ 59,832	\$ 25,000	\$ 84,832	\$ -	\$ -	\$ -	\$ -	\$ 84,832
City Hall Facility Maintenance Program	-	-	250,000	250,000	250,000	150,000	100,000	100,000	850,000
City Facilities: Door Access and Management System	80,000	67,086	50,000	117,086	-	-	-	-	117,086
Fire Station 52 Kitchen Remodel	200,000	138,333	-	138,333	-	-	-	-	138,333
Fire Station 52 Replacement	307,730	63,836	-	63,836	-	-	-	-	63,836
Fire Station 51 Reconditioning Program	-	-	53,247	53,247	47,599	49,348	51,967	50,660	252,821
Library HVAC and Roof Replacement	442,626	432,626	100,000	532,626	-	-	-	-	532,626
Library Code Compliance Upgrades	-	-	50,000	50,000	47,899	42,700	-	-	140,599
Recreation & Aquatic Center (RAC)	34,434,470	23,242,145	25,365,530	48,607,675	-	-	-	-	48,607,675
Senior Center Facilities Maintenance Program	-	-	75,000	75,000	60,000	50,000	35,000	-	220,000
Senior Center Parking lot Improvements	489,776	461,133	-	461,133	-	-	-	-	461,133
Senior Center Trash Enclosure	145,000	111,056	-	111,056	-	-	-	-	111,056
Total	\$ 36,245,602	\$ 24,576,047	\$ 25,968,777	\$ 50,544,824	\$ 405,498	\$ 292,048	\$ 186,967	\$ 150,660	\$ 51,579,997

Facilities

Facilities

CityNet Facility HVAC Replacement Program

PROJECT #: 51006

Total Project Budget: \$ 171,000

DEPARTMENT: Community Services/Public Works		FY2022-23							Total FY2023-27 Budget
FUNDING SOURCES	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	
CityNet Fund	\$ 146,000	\$ 59,832	\$ 25,000	\$ 84,832	\$ -	\$ -	\$ -	\$ -	\$ 84,832
PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Total	\$ 146,000	\$ 59,832	\$ 25,000	\$ 84,832	\$ -	\$ -	\$ -	\$ -	\$ 84,832

Project Description: The CityNet Enterprise business currently has two mission critical locations within its portfolio with HVAC equipment operating beyond its intended life cycle. This project looks to address these shortcomings in two phases and restore proper cooling and conditioning to various data equipment for present and future growth of mission critical equipment.

Phase I (Completed FY 2021-22): Arbor Court the CityNet data head end and all of the cities TV and Internet hub is currently operating with two roof mounted units that have a difficulty keeping up with thermal load of the data rack. Phase one would correct these shortcomings by replacing the two HVAC units with modern more efficient units, as well as allowing the facility to properly expel the hot air.

Phase II: 398 El Camino, CityNet headquarters is currently equipped with 3 roof top mini split systems which provide HVAC service to CityNet offices and data rooms, and are equally past their lifecycles and must be replaced to continue supporting future expansion and added thermal load.

Project Details

Initial Funding Year	FY2017-18
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$ 86,168



Facilities

Facilities

City Hall Facility Maintenance Program

PROJECT #: (FINANCE WILL ASSIGN #)

Total Project Budget: \$ 850,000

DEPARTMENT: Facilities		FY2022-23			Total				
FUNDING SOURCES	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Unfunded		-	250,000	250,000	250,000	150,000	100,000	100,000	850,000
Total	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ 150,000	\$ 100,000	\$ 100,000	\$ 850,000

PROJECT APPROPRIATIONS		FY2022-23			Total				
	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Construction		-	250,000	250,000	250,000	150,000	100,000	100,000	850,000
Total	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ 150,000	\$ 100,000	\$ 100,000	\$ 850,000

Project Description: Constructed in 1952, and remodeled in the early 2000s, City Hall has reached a key life cycle period that involves heavy building maintenance which has been deferred in previous years. This project aims to restore the overall building health to good standing by focusing on the following building systems: Roofing, HVAC, Exterior/Interior Painting

Year 1: Start allocation of funds
 Year 2: Roof replacement
 Year 3: HVAC replacement
 Year 4: HVAC building management system
 Year 5: Exterior and interior paint restoration; flooring and carpet repairs

Project Details

Initial Funding Year	FY2022-23
Target Completion Year	FY2026-27
Expended as of July 1, 2021	\$0



Facilities

Facilities

City Facilities Security Improvement - Door Access and Management System

PROJECT #: 51026

Total Project Budget: \$ 130,000

DEPARTMENT: Public Works

DEPARTMENT: Public Works		FY2022-23			Total				
	Prior	Estimated	New	Total	FY2023-27				
FUNDING SOURCES	Appropriations	Carryover	Request	Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	Budget
General Fund Capital Reserve	\$ 80,000	\$ 67,086	\$ 30,000	\$ 97,086	\$ -	\$ -	\$ -	\$ -	\$ 97,086
EOC	-	-	20,000	20,000	-	-	-	-	20,000
Total	\$ 80,000	\$ 67,086	\$ 50,000	\$ 117,086	\$ -	\$ -	\$ -	\$ -	\$ 117,086
PROJECT APPROPRIATIONS	Prior	Estimated	New	Total	FY2023-27				
	Appropriations	Carryover	Request	Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	Budget
Installation	\$ 80,000	\$ 67,086	\$ 50,000	\$ 117,086	\$ -	\$ -	\$ -	\$ -	\$ 117,086

Project Description: This projects objective aims to replace outdated security practices(Physical keys) and systems by installing a digital door access/management system on all City facilities with the exception of the Police and Fire Stations. This management system will be cloud based and seamlessly integrate with the current Outlook 365 active directory to allow a centralized digital control over city issued email, computer, building credentials, and zone control. Ultimately, the new system will allow for more flexibility for city officials and secured access by City staff with more control and real time ability to limit, pause, and or approve access.

Phase I (Completed FY 2021-22): City Hall
Phase II: EOC, Library, CityNet Facilities, Fire Station 51, Public Works Corporation Yard

Phase I (Completed FY 2021-22): City Hall

Phase II: EOC, Library, CityNet Facilities, Fire Station 51, Public Works Corporation Yard



Project Details

Initial Funding Year	FY2019-20
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$12,914

Facilities

Facilities

Fire Station 52 Kitchen Remodel

PROJECT #: 51010

Total Project Budget: \$ 200,000

DEPARTMENT: Fire Department/Public Works		FY2022-23								Total FY2023-27 Budget
FUNDING SOURCES	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27		
General Fund Capital Reserve	\$ 200,000	\$ 138,333	\$ -	\$ 138,333	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 138,333
PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27		FY2023-27 Budget
Design	\$ 200,000	\$ 138,333	\$ (138,333)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	-	-	138,333	138,333	-	-	-	-	-	138,333
Total	\$ 200,000	\$ 138,333	\$ -	\$ 138,333	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 138,333

Project Description: The Fire Station 52 project will incorporate upgrades to the kitchen remodel. It is anticipated that the short-term improvements will be undertaken while a replacement station is being designed. The scope of the project is being evaluated to include only pressing items and depending upon the schedule for construction of the new station.



Project Details

Initial Funding Year	FY2017-18
Target Completion Year	FY 2022-23
Expended as of July 1, 2021	\$ 43,523

Facilities

Facilities

Fire Station 52 Replacement

PROJECT #: 51011

Total Project Budget: \$ 307,730

DEPARTMENT: Fire Department/Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 307,730	\$ 63,836	\$ -	\$ 63,836	\$ -	\$ -	\$ -	\$ -	\$ 63,836

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
Design	307,730	63,836	-	63,836	-	-	-	-	63,836
Total	\$ 307,730	\$ 63,836	\$ -	\$ 63,836	\$ -	\$ -	\$ -	\$ -	\$ 63,836

Project Description: Following the 2010 PG&E gas pipeline explosion in San Bruno's Crestmoor neighborhood, the City played an active role in several investigative proceedings before the California Public Utilities Commission (CPUC). The City Council previously considered several projects related to the explosion and its aftermath to be completed with any funding that may be available to the City as a result of the disaster. Replacement of Fire Station 52 was identified as the highest priority for use of any such funds.

This building, constructed in the mid-1950's, serves as San Bruno's second fire station, providing coverage to the western half of the City. The station houses on duty firefighters, trucks, and other fire equipment and is a critical component of the City's public safety infrastructure.

It is currently in poor repair and it lacks many of the modern-day amenities considered necessary for fire service delivery. Replacement of the station will provide the necessary facilities for Fire Department staff and operations, and will allow the Department to properly store and secure apparatus and equipment. In addition, a new station may be designed to include a neighborhood meeting room and activity space.



Project Details

Initial Funding Year	FY2018-19
Target Completion Year	TBD
Expended as of July 1, 2021	\$243,894

Fire Department

Facilities CIP

Fire Station 51 Reconditioning Program

PROJECT #: 51028

Total Project Budget: \$ 252,821

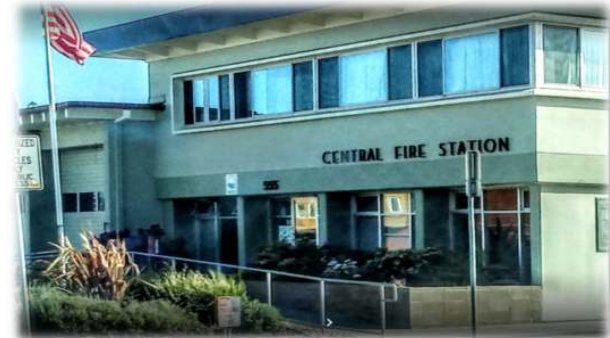
DEPARTMENT: Fire Department/Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24				FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	
General Fund Capital Reserve	-	-	53,247	53,247	47,599	49,348	51,967	50,660	252,821
Total	\$ -	\$ -	\$ 53,247	\$ 53,247	\$ 47,599	\$ 49,348	\$ 51,967	\$ 50,660	\$ 252,821

PROJECT APPROPRIATIONS	Prior Appropriations	FY2022-23			FY2023-24				FY2023-27 Budget
		Estimate Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	
Design and Installation	-	-	53,247	53,247	47,599	49,348	51,967	50,660	252,821
Total	\$ -	\$ -	\$ 53,247	\$ 53,247	\$ 47,599	\$ 49,348	\$ 51,967	\$ 50,660	\$ 252,821

Project Description: The City of San Bruno Fire Department is comprised of 2 fire stations constructed in the mid-1950s. Each station houses on-duty firefighters, trucks, and other fire equipment, and is a critical component of the City's public safety infrastructure.

Over the years, Station 51 facility maintenance has been in a deferred state which has negatively impacted living conditions within the station. By allocating capital improvement funds, the City can provide the necessary resources to the Facilities Department to restore this location to acceptable living standards. This maintenance program aims to address the following building improvements: dry rot repair and termite damage, interior/exterior paint after dry rot repair, window treatment for station windows, installation of energy efficient lighting and motion light switches, water saving bathroom fixtures, flooring repairs.



Project Details

Initial Funding Year	FY2022-23
Target Completion Year	FY2026-27
Expended as of July 1, 2021	\$0

Facilities

Facilities

Library HVAC and Roof Replacement

PROJECT #: 51012

Total Project Budget: \$ 532,626

DEPARTMENT: Community Services/Public Works		FY2022-23								Total
FUNDING SOURCES	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27		FY2023-27 Budget
General Fund Capital Reserve	\$ 144,626	\$ 134,626	\$ 100,000	\$ 234,626	\$ -	\$ -	\$ -	\$ -	\$	234,626
Library Construction Donations	298,000	298,000	-	298,000	-	-	-	-		298,000
Total	\$ 442,626	\$ 432,626	\$ 100,000	\$ 532,626	\$ -	\$ -	\$ -	\$ -	\$	532,626

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27		FY2023-27 Budget
Design	\$ 50,000	\$ 40,000	\$ -	\$ 40,000		\$ -	\$ -	\$ -	\$	40,000
Construction	392,626	392,626	100,000	492,626	-	-	-	-		492,626
Total	\$ 442,626	\$ 432,626	\$ 100,000	\$ 532,626	\$ -	\$ -	\$ -	\$ -	\$	532,626

Project Description: In its current state, the City Library requires attention to the roofing and HVAC system. The current HVAC system has exceeded its life cycle and is running on borrowed time. In addition to the HVAC, the roof has also exceeded its life cycle which has resulted in several emergency roof repairs during the winter months. This project will address these concerns and restore the building condition to good standing.

Phase I: Replace rooftop HVAC units which will improve airflow, temperature conditioning, and an economizer system for better efficiency. In addition, the roof will also be completely remediated and replaced. (In Process)

Phase II: The City aims to address the building's secondary HVAC shortcomings which is the lack of coverage zones to staff areas, basement, and manager's office space. This deficiency will be corrected via the installation of a Variable Rate Flow (VRF) HVAC system.



Project Details

Initial Funding Year	FY2018-19
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$10,000

Facilities

Facilities

Library Code Compliance Upgrades

PROJECT #: 51029

Total Project Budget: \$ 140,599

DEPARTMENT: Community Services/Public Works		FY2022-23							Total
FUNDING SOURCES	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Unfunded	-	-	50,000	50,000	47,899	42,700	-	-	140,599
Total	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 47,899	\$ 42,700	\$ -	\$ -	\$ 140,599

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Construction	-	-	50,000	50,000	47,899	42,700	-	-	140,599
Total	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 47,899	\$ 42,700	\$ -	\$ -	\$ 140,599

Project Description: Over the years, the San Bruno Public Library has received limited improvements to the facility, and its current state does not conform to modern day fire and building codes. This project aims to allocate funds to improve the Library's infrastructure and bring the building up to modern day standards with a heavy emphasis on patron safety. In order, this project will address the following:

- **Fire Alarm:** Not up to code and attached to the burglar alarm.
- **Burglar Alarm:** Attached to fire alarm and not up to code
- **Flooring/Paint:** Minor flooring and paint repair



Project Details

Initial Funding Year	FY2022-23
Target Completion Year	FY2024-25
Expended as of July 1, 2021	\$0

Facilities

Facilities

Recreation & Aquatic Center

PROJECT #: 51009

Total Project Budget: \$ 59,800,000

DEPARTMENT: Community Services

DEPARTMENT: Community Services		FY2022-23								Total
FUNDING SOURCES	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget	
San Bruno Community Foundation	\$ 34,434,470	\$ 23,242,145	\$ 15,565,530	\$ 38,807,675	\$ -	\$ -	\$ -	\$ -	\$ 38,807,675	
YouTube Community Benefits	-	-	4,500,000	4,500,000	-	-	-	-	4,500,000	
PG&E Settlement Funds, Ex Parte Disclosures	-	-	1,000,000	1,000,000	-	-	-	-	1,000,000	
Crestmoor Project Remaining Balance	-	-	900,000	900,000	-	-	-	-	900,000	
Water	-	-	940,000	940,000	-	-	-	-	940,000	
Wastewater	-	-	580,000	580,000	-	-	-	-	580,000	
City Art	-	-	50,000	50,000	-	-	-	-	50,000	
Unfunded	-	-	1,830,000	1,830,000	-	-	-	-	1,830,000	
Total	\$ 34,434,470	\$ 23,242,145	\$ 25,365,530	\$ 48,607,675	\$ -	\$ -	\$ -	\$ -	\$ 48,607,675	

PROJECT APPROPRIATIONS	Prior	Estimated		Total						FY2023-27
	Appropriations	Carryover	New Request	Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	Budget	
City Staff - City Funded	\$ -	\$ (12,376)	\$ -	\$ (12,376)	\$ -	\$ -	\$ -	\$ -	\$ (12,376)	
Phase 1: Design	500,000	83,166	-	83,166	-	-	-	-	83,166	
Phase 2: Schematic Design & Construction	17,491,405	12,306,821	-	12,306,821	-	-	-	-	12,306,821	
Phase 3: Construction	15,319,627	11,051,462	25,365,530	36,416,992	-	-	-	-	36,416,992	
SBCF Grant #4 - City Compliance Review	-	(216,814)	-	(216,814)	-	-	-	-	(216,814)	
SBCF Grant #5 - Temporary Facilities	-	(85,473)	-	(85,473)	-	-	-	-	(85,473)	
SBCF Grant #6 - Business/Strategic Plan	-	(60,000)	-	(60,000)	-	-	-	-	(60,000)	
SBCF Grant #7 - Tom Lara Field Parking Lot	1,123,438	175,359	-	175,359	-	-	-	-	175,359	
Total	\$ 34,434,470	\$ 23,242,145	\$ 25,365,530	\$ 48,607,675	\$ -	\$ -	\$ -	\$ -	\$ 48,607,675	

Project Description: In 2013, the San Bruno Community Foundation was created by the San Bruno City Council to manage a restitution settlement from Pacific Gas and Electric Company (PG&E) following the 2010 gas pipeline explosion in San Bruno's Crestmoor neighborhood. Following a broad board community input process to elicit recommendation from the public and community representatives on how to prioritize the settlement funds, the City Council authorized the design and construction of a combined aquatic and recreation center complex.

This new facility will allow for expanded services, space and opportunities for the San Bruno community. The swimming pool will be expanded to a year-round program from the current seasonal availability and will provide additional rental opportunities. The Recreation Center will provide a large community event room, expanded group and individual exercise opportunities, classroom and enrichment space, a divisible gymnasium, and indoor walking track.

Construction started in Fall 2021.

Project Details

Initial Funding Year	FY2017-18
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$ 11,192,325



Facilities

Facilities

Senior Center Facilities Maintenance Program

PROJECT #: 51030

Total Project Budget: \$ 220,000

DEPARTMENT: Community Services/Public Works		FY2022-23							Total
FUNDING SOURCES	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Senior Bequest Funds	-	-	75,000	75,000	60,000	50,000	35,000	-	220,000
Total	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ 60,000	\$ 50,000	\$ 35,000	\$ -	\$ 220,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Construction	-	-	75,000	75,000	60,000	50,000	35,000	-	220,000
Total	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ 60,000	\$ 50,000	\$ 35,000	\$ -	\$ 220,000

Project Description: The San Bruno Senior Center was originally constructed in 1987. The Center is used heavily on a daily basis for a congregate lunch program, enrichment classes, social programs, educational workshops and seminars, and to give the senior population volunteer opportunities. In addition, a door-to-door transportation service is offered by the Center and its also used for official City events, City Council meetings, Planning Commission meetings, non-profit, and private rentals.

As with all heavily used buildings, the facility has experienced heavy wear and tear and needs restoration to be restored to good standing. Improvements will be made to upgrade flooring, door hardware and interior/exterior paint.



Project Details

Initial Funding Year	FY2022-23
Target Completion Year	FY2025-26
Expended as of July 1, 2021	\$ -

Facilities

Facilities

Senior Center Parking Lot Improvements

PROJECT #: 51031

Total Project Budget: \$ 489,776

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-27					Total
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	Budget	
Senior Center Bequest Funds	489,776	461,133	-	461,133	-	-	-	-	461,133	
Total	\$ 489,776	\$ 461,133	\$ -	\$ 461,133	\$ -	\$ -	\$ -	\$ -	\$ 461,133	

PROJECT APPROPRIATIONS	Prior Appropriations	FY2022-23			FY2023-27					Total
		Estimate Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	Budget	
Construction	489,776	461,133	-	461,133	-	-	-	-	461,133	
Total	\$ 489,776	\$ 461,133	\$ -	\$ 461,133	\$ -	\$ -	\$ -	\$ -	\$ 461,133	

Project Description: The San Bruno Senior Center was originally constructed in 1987. The Center is used heavily on a daily basis for a congregate lunch program, enrichment classes, social programs, educational workshops and seminars, and to give the senior population volunteer opportunities. In addition, a door-to-door transportation service is offered by the Center. Throughout the week, the Center is visited by hundreds of patrons. It is also used for official City events, City Council meetings, Planning Commission meetings, non-profit, and private rentals.

Over the years, the parking stripes have faded and it has become very difficult for the patrons to park because they are unable to see the strips. And, as part of the ADA Transition Plan, the accessible parking stalls are in need of a redesign to meet the current standards. Additional work includes installation of bollards and repairing pot holes.



Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$28,643

Facilities

Facilities

Senior Center Trash Enclosure

PROJECT #: 51021

Total Project Budget: \$ 111,056

DEPARTMENT: PUBLIC WORKS

FUNDING SOURCES	Prior Appropriations	FY2022-23								Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27		
Senior Center Bequest Funds	\$ 145,000	\$ 111,056	\$ -	\$ 111,056	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,056
PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27		FY2023-27 Budget
Design	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	125,000	111,056	-	111,056	-	-	-	-	-	111,056
Total	\$ 145,000	\$ 111,056	\$ -	\$ 111,056	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,056

Project Description: The San Bruno Senior Center was originally constructed in 1987. The Center is used heavily on a daily basis for a congregate lunch program, enrichment classes, social programs, educational workshops and seminars, and to give the senior population volunteer opportunities. In addition, a door-to-door transportation service is offered by the Center. Throughout the week, the Center is visited by hundreds of patrons. It is also used for official City events, City Council meetings, Planning Commission meetings, non-profit, and private rentals.

The trash enclosure was damaged in the accident in June of 2017. This project will restore the functionality of the trash enclosure and bring the facility up to the current code requirements. This enclosure will house the trash, recycle, and compost debris boxes. It will include screening the containers from view, diverting waste spills to the sanitary sewer system, constructing an accessible entrance and enclosing the structure with a roof.



Project Details

Initial Funding Year	FY2020-21
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$33,944

FY2023-27 Capital Improvement Program

Streets Capital

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2023-27 Capital Improvement Program

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Streets Capital

FY2023-27 Five-Year Summary by Funding Source

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
ABA 939	130,000	2,672	-	2,672	-	-	-	-	2,672
Caltrans Sustainable Communities Grant	248,929	31,357	-	31,357	-	-	-	-	31,357
Equipment Reserve	30,000	30,000	-	30,000	-	-	-	-	30,000
Gas Tax (HUTA)	768,000	109,881	313,888	423,769	375,000	400,000	425,000	450,000	2,073,769
Gas Tax (SB1) RMRA	3,215,467	3,060,462	966,435	4,026,897	-	-	-	-	4,026,897
General Fund Capital Reserve	911,883	682,854	(581)	682,273	-	-	-	-	682,273
Highway Safety Improvement Program	72,000	67,372	-	67,372	-	-	-	-	67,372
Lane Partners	50,000	32,199	-	32,199	-	-	-	-	32,199
Measure A	4,479,829	2,810,458	1,115,640	3,926,098	375,000	850,000	425,000	450,000	6,026,098
Measure G	1,600,000	1,083,986	5,900,000	6,983,986	-	-	-	-	6,983,986
Measure W	600,000	585,821	600,000	1,185,821	-	-	-	-	1,185,821
Millbrae Cost Sharing	102,437	102,437	-	102,437	-	-	-	-	102,437
MTC OBAG 2 Grant	1,587,000	590,784	-	590,784	-	-	-	-	590,784
MTC TDA Article 3 Grant	385,200	351,096	-	351,096	-	-	-	-	351,096
Private Contribution	196,620	116,854	116,016	232,870	100,000	100,000	100,000	100,000	632,870
QuickStrike MTC	385,000	382,671	-	382,671	-	-	-	-	382,671
Rule 20A Allocations	400,000	400,000	500,000	900,000	-	4,500,000	-	-	5,400,000
San Bruno Community Foundation	263,952	59,447	-	59,447	-	-	-	-	59,447
SMC Transportation Authority Grant	1,400,000	904,921	-	904,921	-	-	-	-	904,921
State Transportation Fund for Clear Air (TFCA)	246,760	246,497	-	246,497	-	-	-	-	246,497
Streets Capital RDA	74,287	-	-	-	-	-	-	-	-
Unfunded	-	-	300,000	300,000	4,230,000	300,000	-	-	4,830,000
Total	\$ 17,147,364	\$ 11,651,769	\$ 9,811,398	\$ 21,463,167	\$ 5,080,000	\$ 6,150,000	\$ 950,000	\$ 1,000,000	\$ 34,643,167

Streets Capital

FY2023-27 Five-Year Summary by Project

PROJECT TITLE	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
Accessible Pedestrian Ramps at Various Locations	\$ 609,287	\$ 284,215	\$ 100,000	\$ 384,215	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 784,215
BART Right-Of-Way Transfer	125,000	53,797	-	53,797	-	-	-	-	53,797
Bicycle and Pedestrian Improvement Program	5,220,104	4,119,835	-	4,119,835	4,230,000	-	-	-	8,349,835
Transit Corridor Pedestrian Connection Project Phase 4	385,000	382,671	80,000	462,671	-	-	-	-	462,671
Crystal Springs Road Utility Undergrounding Project	400,000	400,000	800,000	1,200,000	-	4,800,000	-	-	6,000,000
Downtown Trash Receptacles & Newspaper Rack Enclosures	160,000	32,672	-	32,672	-	-	-	-	32,672
Pavement Management Program	4,497,463	3,453,333	7,925,381	11,378,714	-	-	-	-	11,378,714
Pedestrian Safety and Traffic-Calming Program	2,020,952	1,460,856	200,000	1,660,856	150,000	150,000	150,000	150,000	2,260,856
Scott Street Grade Separation	370,000	296,384	100,000	396,384	-	450,000	-	-	846,384
Sidewalk Repair Program	746,620	130,239	566,016	696,255	600,000	650,000	700,000	750,000	3,396,255
Streetlight Pole Replacement Program	809,875	478,540	-	478,540	-	-	-	-	478,540
Traffic Signal Rehabilitation Program	1,021,883	24,410	40,000	64,410	-	-	-	-	64,410
Safe Routes to School Plan	281,180	35,420	-	35,420	-	-	-	-	35,420
NEW Regulated Output	500,000	499,397	-	499,397	-	-	-	-	499,397
Total	\$ 17,147,364	\$ 11,651,769	\$ 9,811,397	\$ 21,463,166	\$ 5,080,000	\$ 6,150,000	\$ 950,000	\$ 1,000,000	\$ 34,643,166

The Streets Capital Fund provides for the rehabilitation of San Bruno's streets, sidewalks, streetlights, traffic signals, and street medians. Capital investment in transportation infrastructure helps to create a safe and efficient environment for vehicles, bicycles, and pedestrians. With limited funding available for transportation system investment, prioritization of work is guided by the following documents and policies: 1) Pavement Management Program; 2) Transit Corridors Plan; 3) Sidewalk Repair Program; 4) Parking Restriction Policy; 5) Traffic Calming Program; and 6) Complete Street Policy.

Streets Capital

Pedestrian Ramps

Accessible Pedestrian Ramps at Various Locations

PROJECT #: 82702

Total Project Budget: \$ 1,109,287

DEPARTMENT: Public Works

DEPARTMENT: Public Works			FY2022-23							Total
			Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
FUNDING SOURCES	Prior Appropriations									
Gas Tax (HUTA)	\$ 117,500		\$ 49,788	\$ 50,000	\$ 99,788	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 299,788
Measure A	417,500		234,427	50,000	284,427	50,000	50,000	50,000	50,000	484,427
Streets Capital RDA	74,287		-	-	-	-	-	-	-	-
Total	\$ 609,287		\$ 284,215	\$ 100,000	\$ 384,215	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 784,215

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Design	\$ 49,287	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
Construction	560,000	284,215	85,000	369,215	85,000	85,000	85,000	85,000	709,215
Total	\$ 609,287	\$ 284,215	\$ 100,000	\$ 384,215	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 784,215

Project Description: This program identifies and prioritizes areas requiring repair and installation of accessible curb ramp improvements, in compliance with the Americans with Disabilities Act (ADA). Work is conducted annually, guided by the General Plan's "Pedestrian Emphasis Zones", the Transit Corridors Plan, and recommendations from the Bicycle and Pedestrian Advisory Committee (BPAC).

The ADA Transition Plan was adopted in 2019 and includes a list of recommended locations to install curb ramps throughout the City, primarily in locations without an existing curb ramp or where the ramps do not meet federal ADA specifications. The project work plan includes installation of approximately 20 curb ramps annually.

Project Details

Initial Funding Year	FY2008-09
Target Completion Year	On-going
Expended as of July 1, 2021	\$ 49,287



Streets Capital

ROW Transfer

BART Right-Of-Way Transfer

PROJECT #: 82710

Total Project Budget: \$ 125,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23							Total
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
General Fund Capital Reserve	\$ 75,000	\$ 21,598	\$ -	\$ 21,598	\$ -	\$ -	\$ -	\$ -	\$ 21,598
Lane Partners	50,000	32,199	-	32,199	-	-	-	-	32,199
Total	\$ 125,000	\$ 53,797	\$ -	\$ 53,797	\$ -	\$ -	\$ -	\$ -	\$ 53,797
PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations					Total
					FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
BART ROW Transfer	\$ 125,000	\$ 53,797	\$ -	\$ 53,797	\$ -	\$ -	\$ -	\$ -	\$ 53,797

Project Description: As part of the Bay Area Rapid Transit (BART) / San Francisco International Airport Extension Project in the late 1990s, Huntington Avenue approximately between San Bruno Avenue to Sneath Lane was relocated to present configuration. After completing the construction of the BART subway, the relocated Huntington Avenue was to have been dedicated to the City as a public street but the process was never completed. The relocated Huntington Avenue is currently within BART jurisdiction and this project will complete the right of way transfer of Huntington Avenue to the City.

City staff is coordinating with BART to complete the process of dedicating the relocated Huntington Avenue for public use as a City Street.



Project Details

Initial Funding Year	FY2011-12
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$ 71,203

Streets Capital

Bicycles & Pedestrians

Bicycle and Pedestrian Improvement Program Summary

PROJECT #: 60010 | 60012 | 60029 | 60034

Total Project Budget: \$ 9,450,104

DEPARTMENT: Public Works/Community Development		FY2022-23			Total				
FUNDING SOURCES	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Gas Tax (RMRA)	\$ 843,467	\$ 843,467	\$ -	\$ 843,467	\$ -	\$ -	\$ -	\$ -	\$ 843,467
General Fund Capital Reserve	190,000	161,278	-	161,278	-	-	-	-	161,278
Measure A	1,038,240	819,356	-	819,356	-	-	-	-	819,356
Millbrae Cost Sharing	102,437	102,437	-	102,437	-	-	-	-	102,437
MTC OBAG 2 Grant	914,000	590,784	-	590,784	-	-	-	-	590,784
MTC TDA Article 3 Grant	385,200	351,096	-	351,096	-	-	-	-	351,096
Private Contributions	100,000	100,000	-	100,000	-	-	-	-	100,000
SMC Transportation Authority Grant	1,400,000	904,921	-	904,921	-	-	-	-	904,921
State Transportation Fund for Clean Air (TFCA)	246,760	246,497	-	246,497	-	-	-	-	246,497
Unfunded	-	-	-	-	4,230,000	-	-	-	4,230,000
Total	\$ 5,220,104	\$ 4,119,835	\$ -	\$ 4,119,835	\$ 4,230,000	\$ -	\$ -	\$ -	\$ 8,349,835

PROJECT TITLE	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Huntington Ave Improvements	\$ 2,917,000	\$ 1,885,467	\$ -	\$ 1,885,467	\$ 4,230,000	\$ -	\$ -	\$ -	\$ 6,115,467
Huntington/San Antonio Bicycle Corridor	1,588,104	1,519,895	-	1,519,895	-	-	-	-	1,519,895
Mills Park Development	100,000	100,000	-	100,000	-	-	-	-	100,000
San Bruno Bicycle Route Installation	615,000	614,473	-	614,473	-	-	-	-	614,473
Total	\$ 5,220,104	\$ 4,119,835	\$ -	\$ 4,119,835	\$ 4,230,000	\$ -	\$ -	\$ -	\$ 8,349,835

Project Description: In coordination with the City's Bicycle and Pedestrian Advisory Committee, the City is working to establish a bicycle and pedestrian network to promote safety, connectivity, efficiency, and convenience for alternative transportation modes. Key plan components include assessment of current conditions, and identifying bike and pedestrian needs. The Bicycle and Pedestrian Master Plan was completed in FY 2016-17.

During FY 2018-19, bicycle racks were installed in various locations throughout the City, including the Library and the Recreation Center. Additional bicycle racks are planned in later years once funding is identified.

Funding for the Huntington Avenue improvements is primarily from a federal transportation grant with a matching requirement coming from the City General Fund Capital Reserve. The project includes construction of a separated bicycle lane, lane barriers, cross walk and median improvements along Huntington Avenue from the Centennial Way border to the Caltrain station. See the project detail on the following page.

Project Details

Initial Funding Year	FY2013-14
Target Completion Year	Varies - See Project Detail
Expended as of July 1, 2021	\$ 1,099,742



Streets Capital

Bicycles and Pedestrians

Bicycle and Pedestrian Improvement Program - Huntington Ave Improvements

PROJECT #: 60010

Total Project Budget: \$ 7,147,000

DEPARTMENT: Public Works/Community Development		FY2022-23							Total
FUNDING SOURCES	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
General Fund Capital Reserve	\$ 33,000	\$ 21,330	\$ -	\$ 21,330	\$ -	\$ -	\$ -	\$ -	\$ 21,330
Measure A	570,000	368,432	-	368,432	-	-	-	-	368,432
SMC Transportation Authority Grant	1,400,000	904,921	-	904,921	-	-	-	-	904,921
MTC OBAG 2 Grant	914,000	590,784	-	590,784	-	-	-	-	590,784
Unfunded	-	-	-	-	4,230,000	-	-	-	4,230,000
Total	\$ 2,917,000	\$ 1,885,467	\$ -	\$ 1,885,467	\$ 4,230,000	\$ -	\$ -	\$ -	\$ 6,115,467
PROJECT APPROPRIATIONS		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Planning and Design	\$ 2,917,000	\$ 1,885,467	\$ -	\$ 1,885,467	\$ -	\$ -	\$ -	\$ -	\$ 1,885,467
Construction	-	-	-	-	4,230,000	-	-	-	4,230,000
Total	\$ 2,917,000	\$ 1,885,467	\$ -	\$ 1,885,467	\$ 4,230,000	\$ -	\$ -	\$ -	\$ 6,115,467

Project Description: Funding for the Huntington Avenue improvements is primarily from a federal transportation grant with a matching requirement coming from the City General Fund Capital Reserve. This project will implement a component of the San Bruno Walk 'N Bike Plan by improving the pedestrian and bicycle network on Huntington Ave from San Bruno Ave to the entrance of the Centennial Way Trail. Project improvements include narrowing the median to incorporate a two-way cycle track with a concrete barrier and to install streetscape improvements.



Project Details

Initial Funding Year	FY2018-19
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$ 1,031,533

Streets Capital

Bicycles and Pedestrians

Bicycle and Pedestrian Improvement Program - Huntington/San Antonio Bicycle Corridor

PROJECT #: 60012

Total Project Budget: \$ 1,588,104

DEPARTMENT: Public Works/Community Development					FY2022-23				Total
FUNDING SOURCES	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Gas Tax	\$ 843,467	\$ 843,467	\$ -	\$ 843,467	\$ -	\$ -	\$ -	\$ -	\$ 843,467
General Fund Capital Reserve	157,000	139,948	-	139,948	-	-	-	-	139,948
Measure A	100,000	82,948	-	82,948	-	-	-	-	82,948
Millbrae Cost Sharing	102,437	102,437	-	102,437	-	-	-	-	102,437
MTC TDA Article 3 Grant	385,200	351,096	-	351,096	-	-	-	-	351,096
Total	\$ 1,588,104	\$ 1,519,895	\$ -	\$ 1,519,895	\$ -	\$ -	\$ -	\$ -	\$ 1,519,895

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Design	\$ 50,000	\$ (18,209)	\$ -	\$ (18,209)	\$ -	\$ -	\$ -	\$ -	\$ (18,209)
Construction	1,538,104	1,538,104	-	1,538,104	-	-	-	-	1,538,104
Total	\$ 1,588,104	\$ 1,519,895	\$ -	\$ 1,519,895	\$ -	\$ -	\$ -	\$ -	\$ 1,519,895

Project Description: This project includes installing bicycle and pedestrian improvements along Huntington Avenue beginning at the Caltrain Station through San Antonio Avenue to the Millbrae border. These improvements include paving on San Antonio Avenue from Santa Inez to Santa Helena, enhanced Class 3 bike route and low-cost traffic calming measures which include fog lines, curb extensions, and radar speed feedback signs.

Project Details

Initial Funding Year	FY2018-19
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$ 68,209



Streets Capital

Neighborhood Traffic

Bicycle and Pedestrian Improvements Near Mills Park Development

PROJECT #: 60029

Total Project Budget: \$ 100,000

FUNDING SOURCES	Prior Appropriations	FY2022-23			Total				
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Private Contributions	100,000	100,000	-	100,000	-	-	-	-	100,000
Total	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2023-27 Budget				
					FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Design	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Construction	80,000	80,000	-	80,000	-	-	-	-	80,000
Total	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Project Description: The developers of Mills Park provided the City with \$100,000 in funding to make bicycle and pedestrian improvements around the Mills Park development. The development project was approved by the City Council on July 2020. Proposed bicycle and pedestrian improvements include the installation of portions of bicycle routes on Linden and Elm Avenues, radar speed feedback signs, and a bus transit bench on the northwest corner of San Bruno Avenue and El Camino Real on San Bruno Avenue. The project elements will be scalable to allow for flexibility to accommodate the funding available.



Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$0

Streets Capital

Neighborhood Traffic

San Bruno Bicycle Route Installation

PROJECT #: 60034

Total Project Budget: \$ 615,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23			Total				
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Measure A	\$ 368,240	\$ 367,977	\$ -	\$ 367,977	\$ -	\$ -	\$ -	\$ -	\$ 367,977
State Transportation Fund for Clean Air (TFCA)	246,760	246,497	-	246,497	-	-	-	-	246,497
Total	\$ 615,000	\$ 614,473	\$ -	\$ 614,473	\$ -	\$ -	\$ -	\$ -	\$ 614,473

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2023-27 Budget				
					FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Design	\$ 50,000	\$ 49,473	\$ -	\$ 49,473	\$ -	\$ -	\$ -	\$ -	\$ 49,473
Construction Management	50,000	50,000	-	50,000	-	-	-	-	50,000
Construction	515,000	515,000	-	515,000	-	-	-	-	515,000
Total	\$ 615,000	\$ 614,473	\$ -	\$ 614,473	\$ -	\$ -	\$ -	\$ -	\$ 614,473

Project Description: The project will implement approximately 18.2 miles of class 3 bike routes identified in the City of San Bruno Walk 'n Bike Plan. The purpose of the project is to improve the environment and neighborhood livability by reducing traffic, air pollution, noise and energy consumption by implementing components of a comprehensive bikeway network and making biking in San Bruno safer, easier and more popular. Improvements consist of shared-lane markings, signage, traffic-calming measures, traffic diverters, and/or speed feedback signs. Locations of implementation are at various locations city-wide.



Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$0

Streets Capital

Transit Corridor

Transit Corridor Pedestrian Connection Project Phase 4 (San Bruno and Green)

PROJECT #: 60030

Total Project Budget: \$ 465,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23							Total
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
QuickStrike MTC	\$ 385,000	\$ 382,671	\$ -	\$ 382,671	\$ -	\$ -	\$ -	\$ -	\$ 382,671
Measure A		-	80,000	80,000	-	-	-	-	80,000
Total	\$ 385,000	\$ 382,671	\$ 80,000	\$ 462,671	\$ -	\$ -	\$ -	\$ -	\$ 462,671

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations					FY2023-27
					FY2023-24	FY2024-25	FY2025-26	FY2026-27	Budget
Design	\$ 25,000	\$ 22,671	\$ 80,000	\$ 102,671	\$ -	\$ -	\$ -	\$ -	\$ 102,671
Construction	360,000	360,000	-	360,000	-	-	-	-	360,000
Total	\$ 385,000	\$ 382,671	\$ 80,000	\$ 462,671	\$ -	\$ -	\$ -	\$ -	\$ 462,671

Project Description: The Transit Corridor Pedestrian Connection Project aims to improve pedestrian connectivity within the City's Transit Corridor Area by enhancing the streets directly adjacent to the downtown core of San Bruno. Previous phases included the installation of curb extensions, rapid rectangular flashing beacons and landscape improvements within the Plan Area.

Phase 4 would enhance pedestrian connections to BART, Caltrain and Downtown by installing curb extensions and accessible curb ramps at the intersection of San Bruno Avenue and Green Avenue.



Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$2,329

Streets Capital

Rule 20A

Crystal Springs Road Utility Undergrounding Project Phase I

PROJECT #: 60021

Total Project Budget: \$ 6,000,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total
		Estimated Carryover	New Request	Total Appropriations					FY2023-27 Budget
Rule 20A Allocations	\$ 400,000	\$ 400,000	\$ 500,000	\$ 900,000	\$ -	\$ 4,500,000	\$ -	\$ -	\$ 5,400,000
Unfunded	-	-	300,000	300,000	-	300,000	-	-	600,000
Total	\$ 400,000	\$ 400,000	\$ 800,000	\$ 1,200,000	\$ -	\$ 4,800,000	\$ -	\$ -	\$ 6,000,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total
									FY2023-27 Budget
Design	\$ 400,000	\$ 400,000	\$ 800,000	\$ 1,200,000	\$ -	\$ -	\$ -	\$ -	\$ 1,200,000
Construction	-	-	-	-	-	4,800,000	-	-	4,800,000
Total	\$ 400,000	\$ 400,000	\$ 800,000	\$ 1,200,000	\$ -	\$ 4,800,000	\$ -	\$ -	\$ 6,000,000

Project Description: The California Public Utilities Commission (CPUC) requires Pacific Gas & Electric Company (PG&E) to set aside a portion of their utility receipts each year for use in undergrounding existing overhead utilities, commonly referred to as the "Rule 20A Utility Undergrounding Program" (Rule 20A). The costs for undergrounding under Rule 20A are recovered through electric rates after the project is completed.

On February 11, 2020, the Council established an underground utility district on Crystal Springs Road from El Camino Real to Cunningham Way. Phase I project includes undergrounding approximately 2,200 feet along Crystal Springs Road from Donner Avenue to El Camino Real and Phase II includes undergrounding approximately 1,500 feet along Crystal Springs Road from Donner Ave to Cunningham Way. The estimated construction cost for Phase I is approximately \$4.8 million. Undergrounding the City's street lights cannot be paid with Rule 20A credits.



Project Details

Initial Funding Year	FY2020-21
Target Completion Year	FY2024-25
Expended as of July 1, 2021	\$0

Streets Capital

Streetscape

Downtown Trash Receptacles & Newspaper Rack Enclosures

PROJECT #: 60027

Total Project Budget: \$ 160,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23			Total				
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
AB 939	\$ 130,000	\$ 2,672	\$ -	\$ 2,672	\$ -	\$ -	\$ -	\$ -	\$ 2,672
Equipment Reserve	30,000	30,000	-	30,000	-	-	-	-	30,000
Total	\$ 160,000	\$ 32,672	\$ -	\$ 32,672	\$ -	\$ -	\$ -	\$ -	\$ 32,672

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2023-27 Budget				
					FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Installation	160,000	32,672	-	32,672	-	-	-	-	32,672
Total	\$ 160,000	\$ 32,672	\$ -	\$ 32,672	\$ -	\$ -	\$ -	\$ -	\$ 32,672

Project Description: In recognition of these guiding policies, on October 22, 2019, the City Council adopted the San Mateo Avenue Conceptual Streetscape Plan. The plan serves as a design guideline in creating an inviting and cohesive downtown street that links pedestrians, bicyclists, transit riders and motorists. The plan provides a schematic proposal to accomplish an enhanced street design. Some of these features include more attractive and functional sidewalks; well-marked and decorative crosswalks; widened sidewalks and corners at some locations; improved directional and wayfinding signage to public parking lots; integrated and attractive modern-style street furniture; and roadways that accommodate multiple modes of transportation such as bicycles, pedestrians and automobiles.

The City replaced the trash receptacles on San Mateo Avenue and El Camino Real during FY 2021-22. The City anticipates replacing the newspaper racks and enclosures in FY 2022-23.

Project Details

Initial Funding Year	FY2020-21
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$127,328



Streets Capital

Street Rehabilitation

Pavement Management Program Summary

PROJECT #: 60018 | 60031 | 60032 | 60014

Total Project Budget: \$ 12,422,844

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
Measure A	\$ 494,463	\$ 423,823	\$ 485,640	\$ 909,463	\$ -	\$ -	\$ -	\$ -	\$ 909,463
Measure G	200,000	200,000	5,900,000	6,100,000	-	-	-	-	6,100,000
Measure W	600,000	585,821	600,000	1,185,821	-	-	-	-	1,185,821
Gas Tax (HUTA)	158,000	26,693	(26,693)	-	-	-	-	-	-
Gas Tax (SB1) RMRA	2,372,000	2,216,995	966,435	3,183,430	-	-	-	-	3,183,430
MTC OBAG 2 Grant	673,000	-	-	-	-	-	-	-	-
Total Funding	\$ 4,497,463	\$ 3,453,333	\$ 7,925,382	\$ 11,378,715	\$ -	\$ -	\$ -	\$ -	\$ 11,378,715

PROJECT TITLE		Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
2020-21 Street Reconstruction Project	60018	\$ 2,272,000	\$ 2,200,101	\$ 983,329	\$ 3,183,430	\$ -	\$ -	\$ -	\$ -	\$ 3,183,430
2021-22 Slurry Seal	60031	1,009,463	995,943	500,000	1,495,943	-	-	-	-	1,495,943
2022-23 Street Rehab	60032	200,000	199,341	6,500,000	6,699,341	-	-	-	-	6,699,341
Huntington/San Antonio St Rehabilitation	60014	1,016,000	57,948	(57,948)	-	-	-	-	-	-
Total		\$ 4,497,463	\$ 3,453,333	\$ 7,925,381	\$ 11,378,714	\$ -	\$ -	\$ -	\$ -	\$ 11,378,714

Project Description: This program involves the repair and preventative maintenance of City streets. The condition of City streets are identified through an on-going Pavement Management Program (PMP). The long-term goal is to achieve a pavement condition index (PCI) score of 84, which would eliminate the City's deferred maintenance backlog; however, in order to achieve this, the program would need to be funded to approximately \$9 million per year. The City's average score is currently 64. Streets are selected for rehabilitation work based on the PCI score, functional class (traffic volume) and other criteria.

The City's PMP is designed to maximize pavement longevity with timely and cost effective rehabilitation while working with budget constraints. The biennial Street Rehabilitation Project is designed and constructed to improve the City streets. The Street Slurry Seal Project, which is a separate street preventative maintenance project, is performed biennially on alternating years.

See the project detail on the following page.

Project Details

Initial Funding Year	FY2004-05
Target Completion Year	On-going
Expended as of July 1, 2021	\$ 1,029,951



Streets Capital

Street Rehabilitation

Pavement Management Program - 2021-22 Street Reconstruction Project

PROJECT #: 60018

Total Project Budget: \$ 3,255,329

DEPARTMENT: Public Works

DEPARTMENT: Public Works		FY2022-23			Total				
FUNDING SOURCES	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Gas Tax (SB1) RMRA	2,272,000	2,200,101	983,329	3,183,430	-	-	-	-	3,183,430
Total	\$ 2,272,000	\$ 2,200,101	\$ 983,329	\$ 3,183,430	\$ -	\$ -	\$ -	\$ -	\$ 3,183,430
PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Construction	\$ 2,272,000	\$ 2,200,101	\$ 983,329	\$ 3,183,430	\$ -	\$ -	\$ -	\$ -	\$ 3,183,430

Project Description: The 2021-22 Street Reconstruction Project includes the rehabilitation and reconstruction of failed streets: Santa Helena Avenue, Mills Avenue, Poplar Avenue, Eastburn Court, Bayshore Circle WB, Darby Place, Oxford Lane and additional streets approved in FY 2022-23.



Project Details

Initial Funding Year	FY2019-20
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$ 71,899.00

Streets Capital

Street Rehabilitation

Pavement Management Program - 2021-22 Slurry Seal

PROJECT #: 60031

Total Project Budget: \$ 1,509,463

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23							Total
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Measure A	\$ 409,463	\$ 409,463	\$ -	\$ 409,463	\$ -	\$ -	\$ -	\$ -	\$ 409,463
Measure G	200,000	200,000	500,000	700,000	-	-	-	-	700,000
Measure W	400,000	386,480	-	386,480	-	-	-	-	386,480
Total	\$ 1,009,463	\$ 995,943	\$ 500,000	\$ 1,495,943	\$ -	\$ -	\$ -	\$ -	\$ 1,495,943

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations					FY2023-27 Budget
					FY2023-24	FY2024-25	FY2025-26	FY2026-27	
Design	\$ 150,000	\$ 136,480	\$ -	\$ 136,480	\$ -	\$ -	\$ -	\$ -	\$ 136,480
Construction	859,463	859,463	500,000	1,359,463	-	-	-	-	1,359,463
Total	\$ 1,009,463	\$ 995,943	\$ 500,000	\$ 1,495,943	\$ -	\$ -	\$ -	\$ -	\$ 1,495,943

Project Description: The 2021-22 Slurry Seal Project includes the preventative maintenance of streets identified through the Pavement Management Program. Preventative maintenance includes applying a slurry seal surface treatment to extend the life of roadway surfaces by slowing the pavement aging process and protecting the pavement from the adverse effects of water and vehicle traffic.



Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$13,520

Streets Capital

Street Rehabilitation

Pavement Management Program - 2022-23 Street Rehabilitation Project

PROJECT #: 60032

Total Project Budget: \$ 6,700,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23							Total
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Measure A	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Measure G	-	-	5,400,000	5,400,000	-	-	-	-	5,400,000
Measure W	200,000	199,341	600,000	799,341	-	-	-	-	799,341
Total	\$ 200,000	\$ 199,341	\$ 6,500,000	\$ 6,699,341	\$ -	\$ -	\$ -	\$ -	\$ 6,699,341

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations					Total
					FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Design	\$ 200,000	\$ 199,341	\$ -	\$ 199,341	\$ -	\$ -	\$ -	\$ -	\$ 199,341
Construction	-	-	6,500,000	6,500,000	-	-	-	-	6,500,000
Total	\$ 200,000	\$ 199,341	\$ 6,500,000	\$ 6,699,341	\$ -	\$ -	\$ -	\$ -	\$ 6,699,341

Project Description: The 2022-23 Street Rehabilitation Project includes the pavement evaluation and rehabilitation of streets not eligible for preventative maintenance as identified through the Pavement Management Program. Pavement rehabilitation includes asphalt concrete removal and replacement on roadways to extend pavement life by removing surface defects and placing a new asphalt concrete overlay.



Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$659

Streets Capital

Street Rehabilitation

Pavement Management Program - Huntington/San Antonio St Rehabilitation

PROJECT #: 60014

Total Project Budget: \$ 958,053

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
Gas Tax (HUTA)	\$ 158,000	\$ 26,693	\$ (26,693)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gas Tax (SB1) RMRA	100,000	16,894	(16,894)	0	-	-	-	-	0
Measure A	85,000	14,360	(14,360)	0	-	-	-	-	0
MTC OBAG 2 Grant	673,000	-	-	-	-	-	-	-	-
Total	\$ 1,016,000	\$ 57,948	\$ (57,947)	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ 0

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Design	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	976,000	57,948	(57,948)	-	-	-	-	-	-
Total	\$ 1,016,000	\$ 57,948	\$ (57,948)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Description: The project involves the preventative maintenance and roadway rehabilitation of Huntington Avenue and San Antonio Avenue. The asphalt concrete will be rehabilitated along Huntington Avenue (Florida Avenue to San Felipe Avenue) and San Antonio Avenue (San Felipe Avenue to Santa Inez Avenue). A slurry seal preventative maintenance treatment will be applied on Huntington Avenue from San Mateo Avenue to Florida Avenue. Incidental work may include as needed work on sidewalks, storm drains and curb ramps to bring them up to current standards.

Along Huntington Avenue from Sylvan Avenue to San Felipe Avenue, approximately half the roadway width is within Bay Area Rapid Transit (BART) jurisdiction. This project is currently under design and staff is coordinating with BART to obtain an encroachment permit to perform construction activities within BART right of way.

Defunding project. Went to City Council 7/27/21.



Project Details

Initial Funding Year	FY2018-19
Target Completion Year	FY2020-21
Expended as of July 1, 2021	\$ 40,000

Streets Capital

Neighborhood Traffic

Pedestrian Safety and Traffic-Calming Program Summary

PROJECT #: 60020 | 60024 | 60003 | 60033 | 60016

Total Project Budget: \$ 2,820,952

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
Gas Tax (HUTA)	\$ 50,000	\$ (2,739)	\$ 75,000	\$ 72,261	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 372,261
Highway Safety Improvement Program	72,000	67,372	-	67,372	-	-	-	-	67,372
Measure A	1,060,000	846,851	125,000	971,851	75,000	75,000	75,000	75,000	1,271,851
Measure G	575,000	489,925	-	489,925	-	-	-	-	489,925
San Bruno Community Foundation	263,952	59,447	-	59,447	-	-	-	-	59,447
Total	\$ 2,020,952	\$ 1,460,856	\$ 200,000	\$ 1,660,856	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 2,260,856

PROJECT TITLE	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
TSPC Studies	60020 \$ 250,000	\$ 144,522	\$ 150,000	\$ 294,522	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 894,522
Local Road Safety Plan	60024 105,000	100,372	-	100,372	-	-	-	-	100,372
Pedestrian Warning Beacons	60003 263,952	59,447	-	59,447	-	-	-	-	59,447
Oak & Crystal Springs	60033 800,000	681,635	-	681,635	-	-	-	-	681,635
San Bruno/Cherry Ave Improvements	60016 602,000	474,880	50,000	524,880	-	-	-	-	524,880
Total	\$ 2,020,952	\$ 1,460,856	\$ 200,000	\$ 1,660,856	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 2,260,856

Project Description: This program evaluates the traffic and pedestrian safety concerns, possible alternatives, and implements improvement projects to improve safety and enhance the livability of neighborhoods. Program activities include traffic speed and volume studies, speed limit evaluations, education efforts, police enforcement, pedestrian warning systems installation in the downtown and in high volume pedestrian locations near schools, traffic sign installation, parking restrictions, parking studies, and minor traffic calming capital projects. Each request by a neighborhood, resident, or business is presented to the Traffic Safety and Parking Commission (TSPC) for consideration and approval by the City Council.

See the project detail on the following page.

Project Details

Initial Funding Year	FY2007-08
Target Completion Year	On-going
Expended as of July 1, 2021	\$ 437,103



Streets Capital

Neighborhood Traffic

Pedestrian Safety and Traffic-Calming Program - TSPC Studies

PROJECT #: 60020

Total Project Budget: \$ 1,000,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23			Total				
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Gas Tax (HUTA)	\$ 50,000	\$ (2,739)	\$ 75,000	\$ 72,261	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 372,261
Measure A	200,000	147,261	75,000	222,261	75,000	75,000	75,000	75,000	522,261
Total	\$ 250,000	\$ 144,522	\$ 150,000	\$ 294,522	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 894,522

PROJECT APPROPRIATIONS	Prior Appropriations	FY2022-23			Total				
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Study and Evaluation	\$ 250,000	\$ 144,522	\$ 150,000	\$ 294,522	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 894,522

Project Description: Pursuant to San Bruno Municipal Code 7.08.040, the Traffic Safety and Parking Committee (TSPC) is tasked with reviewing and recommending to the City Council issues related to traffic and parking. Staff from Public Works Department evaluates the issue then provide recommendation to the TSPC for consideration. Depending on the issue, consultants are also procured to assist with collecting data for use in the evaluation. Consultants costs are funded through this program.



Project Details

Initial Funding Year	FY2007-08
Target Completion Year	On-going
Expended as of July 1, 2021	\$105,478

Streets Capital

Neighborhood Traffic

Pedestrian Safety and Traffic-Calming Program - Local Road Safety Plan

PROJECT #: 60024

Total Project Budget: \$ 105,000

DEPARTMENT: PUBLIC WORKS

FUNDING SOURCES	Prior Appropriations	FY2022-23			Total				
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Highway Safety Improvement Program	\$ 72,000	\$ 67,372	\$ -	67,372	\$ -	\$ -	\$ -	\$ -	\$ 67,372
Measure A	33,000	33,000	-	33,000	-	-	-	-	33,000
Total	\$ 105,000	\$ 100,372	\$ -	\$ 100,372	\$ -	\$ -	\$ -	\$ -	\$ 100,372

PROJECT APPROPRIATIONS	Prior Appropriations	FY2022-23			Total				
		Estimate Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Study and Evaluation	\$ 105,000	\$ 100,372	\$ -	100,372	\$ -	\$ -	\$ -	\$ -	\$ 100,372

Project Description: This project involves developing a Local Road Safety Plan (LRSP) to address the unique roadway safety needs in San Bruno. The City was awarded grant funding from the Highway Safety Improvement Program (HSIP) to develop the LRSP. The process of preparing an LRSP creates a framework to systematically identify and analyze safety problems and recommend safety improvements. Completion of the LRSP will result in a prioritize list of improvements and is a requirement to receive future HSIP federal-aid funding.



Project Details

Initial Funding Year	FY2020-21
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$4,628

Streets Capital

Neighborhood Traffic

Pedestrian Safety and Traffic-Calming Program - Oak and Crystal Springs Road

PROJECT #: 60033

Total Project Budget: \$ 800,000

DEPARTMENT: Public Works		FY2022-23								Total FY2023-27 Budget
FUNDING SOURCES	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27		
Measure A	\$ 225,000	\$ 191,710	\$ -	\$ 191,710	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 191,710
Measure G	575,000	489,925	-	489,925	-	-	-	-	-	489,925
Total	\$ 800,000	\$ 681,635	\$ -	\$ 681,635	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 681,635

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27		FY2023-27 Budget
Design	\$ 200,000	\$ 81,635	\$ -	\$ 81,635	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 81,635
Construction	600,000	600,000	-	600,000	-	-	-	-	-	600,000
Total	\$ 800,000	\$ 681,635	\$ -	\$ 681,635	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 681,635

Project Description: One of the CEQA mitigation measures for the Recreation & Aquatics Center (RAC) Project required the intersection of Oak and Crystal Springs Road to be improved as recommended in the traffic impact analysis completed for the RAC Project.

Currently, the existing intersection has an all way stop control. The proposed project will evaluate the feasibility of installing a roundabout, remove the stop signs, and replace them with either a roundabout or traffic signals. The project aims to improve traffic circulation while providing safer pedestrian crossings.

The design and construction is anticipated to be completed in FY 2022-23.



Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$ -

Streets Capital

Neighborhood Traffic

Pedestrian Safety and Traffic-Calming Program - San Bruno/Cherry Ave Improvements

PROJECT #: 60016

Total Project Budget: \$ 652,000

DEPARTMENT: Public Works		FY2022-23								Total FY2023-27 Budget
FUNDING SOURCES	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27		
Measure A	\$ 602,000	\$ 474,880	\$ 50,000	\$ 524,880	\$ -	\$ -	\$ -	\$ -	\$ -	524,880
PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27		FY2023-27 Budget
Design	\$ 72,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Construction	530,000	474,880	50,000	524,880	-	-	-	-	-	524,880
Total	\$ 602,000	\$ 474,880	\$ 50,000	\$ 524,880	\$ -	\$ -	\$ -	\$ -	\$ -	524,880

Project Description: The intersection of San Bruno Avenue and Cherry Avenue is a busy major intersection located on the border between a residential neighborhood and business district. The Bayhill Shopping Center is located on the northwest corner of the intersection and there are freeway on/off ramps providing access to and from I-280 a quarter mile to the west. As traffic increases, the City recognizes the need to improve both operations and safety at the intersection for both pedestrians and vehicles.

In February 2018, an engineering study was completed at the San Bruno Avenue and Cherry Avenue intersection. This project will improve both operations and safety at the intersection for both pedestrians and vehicles. Improvements included adding a southbound left turn lane on Cherry Avenue by modifying the existing median; adding flashing yellow arrow traffic signal controls for the northbound and southbound left turn movements; restricting southbound right-turns-on red; adding an overlap phase for the southbound right turn and the eastbound left turn movements; and adding leading pedestrian intervals for both crosswalks across San Bruno Avenue.

This project is currently in construction with an anticipated completion date of FY2022-23.

Project Details

Initial Funding Year	FY2019-20
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$ 72,000



Grade Separation

PROJECT #: 82103

Total Project Budget: \$ 920,000

Project Description: The City desires to grade separate the railroad crossing at Scott Street, the last remaining at-grade crossing in San Bruno. San Mateo County Transportation Authority (TA) conducted a Grade Separation Footprint Study to examine six alternatives for separation and track configuration variations grade separation. Due to the close proximity of the Scott Street crossing with the South Linden Avenue at-grade rail crossing in the City of South San Francisco, the at-grade crossings cannot be eliminated without affecting the other. The Conceptual Design Project Study Report (PSR) phase commenced in 2016 when the TA awarded \$650,000 in Measure A funds to this project, with \$250,000 allocated to the South Linden Avenue crossing and \$400,000 allocated to the Scott Street crossing. With Caltrain adopting its Business Plan in September 2020 and High Speed Rail, the number of trains is expected to increase leading to increased gate down times at crossings. As part of the PSR, the City contributed local funding for the preparation of a traffic study. The PSR was completed in April 2021 with the City selecting to close Scott Street to vehicular traffic, raise the railroad tracks, and install a pedestrian/bicycle undercrossing at Scott Street.

In March 2022, the TA awarded \$4.95 million toward the next phase of the project, the Preliminary Engineering/Environmental Clearance (PE/EC) phase. The Cities of San Bruno and South San Francisco are required to contribute a combined 10% of the total phase costs as local match. The budget funding will be used to complete the PE/EC phase. The design and construction costs are included in the unfunded priorities section.



Initial Funding Year	FY2018-19
Target Completion Year	TBD
Expended as of July 1, 2021	\$ 73,616

Streets Capital

Neighborhood Traffic

Sidewalk Repair Program Summary

PROJECT #: 60019 | NEW

Total Project Budget: \$ 4,012,636

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
Gas Tax (HUTA)	\$ 100,000	\$ 17,444	\$ 225,000	\$ 242,444	\$ 250,000	\$ 275,000	\$ 300,000	\$ 325,000	\$ 1,392,444
Measure A	325,000	56,692	225,000	281,692	250,000	275,000	300,000	325,000	1,431,692
Measure G	225,000	39,249	-	39,249	-	-	-	-	39,249
Private Contribution	96,620	16,854	116,016	132,870	100,000	100,000	100,000	100,000	532,870
Total	\$ 746,620	\$ 130,239	\$ 566,016	\$ 696,255	\$ 600,000	\$ 650,000	\$ 700,000	\$ 750,000	\$ 3,396,255

PROJECT TITLE	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
FY2021-22 Sidewalks	60019 \$ 746,620	\$ 130,239	\$ 16,016	\$ 146,255	\$ -	\$ -	\$ -	\$ -	\$ 146,255
FY2022-23 Sidewalks	NEW -	-	550,000	550,000	600,000	650,000	700,000	750,000	3,250,000
Total	\$ 746,620	\$ 130,239	\$ 566,016	\$ 696,255	\$ 600,000	\$ 650,000	\$ 700,000	\$ 750,000	\$ 3,396,255

Project Description: This program evaluates the traffic and pedestrian safety concerns, possible alternatives, and implements improvement projects to improve safety and enhance the livability of neighborhoods. Program activities include traffic speed and volume studies, speed limit evaluations, education efforts, police enforcement, pedestrian warning systems installation in the downtown and in high volume pedestrian locations near schools, traffic sign installation, parking restrictions, parking studies, and minor traffic calming capital projects. Each request by a neighborhood, resident, or business is presented to the Traffic Safety and Parking Commission (TSPC) for consideration and approval by the City Council.

See the project detail on the following page.

Project Details

Initial Funding Year	FY2007-08
Target Completion Year	On-going
Expended as of July 1, 2021	\$ 616,381



Streets Capital

Sidewalks

FY2021-22 Sidewalk Repair Project

PROJECT #: 60019

Total Project Budget: \$ 762,636

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23			Total				
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Gas Tax (HUTA)	\$ 100,000	\$ 17,444	\$ -	\$ 17,444	\$ -	\$ -	\$ -	\$ -	\$ 17,444
Measure A	325,000	56,692	-	56,692	-	-	-	-	56,692
Measure G	225,000	39,249	-	39,249	-	-	-	-	39,249
Private Contribution	96,620	16,854	16,016	32,870	-	-	-	-	32,870
Total	\$ 746,620	\$ 130,239	\$ 16,016	\$ 146,255	\$ -	\$ -	\$ -	\$ -	\$ 146,255

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-27 Budget				
					FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Design	\$ 150,000	\$ 51,926	\$ -	\$ 51,926	\$ -	\$ -	\$ -	\$ -	\$ 51,926
Construction	596,620	78,313	16,016	94,329	-	-	-	-	94,329
Total	\$ 746,620	\$ 130,239	\$ 16,016	\$ 146,255	\$ -	\$ -	\$ -	\$ -	\$ 146,255

Project Description: The Sidewalk Repair Program includes sidewalk repairs and improvements to provide a safe and accessible public sidewalk. A sidewalk survey was completed in FY2015-16 to identify sidewalk defects that are the City's or private property owners' responsibility to repair. Repair of sidewalk defects that are not caused by a street trees is the adjacent property owners' responsibility. Sidewalk locations scheduled for City repair each year are identified through the FY2015-16 inventory assessment and by complaints received from residents. This project replaces the sidewalk uplift caused by City's street trees and the priority is given to repair locations with the greatest sidewalk uplift. Project locations and budget appropriations will be determined on a yearly basis.

The Sidewalk Repair Project will prioritize replacing the sidewalk offset locations that were greater than 3/4-inch at the time the survey was conducted and within the available project funding budget. Project locations could also include locations from the resident participation and complaint list. As part of a future project, an updated survey will need to be performed and new locations addressed.



Project Details

Initial Funding Year	FY2019-20
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$616,381

Streets Capital

Sidewalks

FY2022-23 Sidewalk Repair Project

PROJECT #: NEW

Total Project Budget: \$ 3,250,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23			Total				
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Gas Tax (HUTA)	\$ -	\$ -	\$ 225,000	\$ 225,000	\$ 250,000	\$ 275,000	\$ 300,000	\$ 325,000	\$ 1,375,000
Measure A	-	-	225,000	225,000	250,000	275,000	300,000	325,000	1,375,000
Private Contribution	-	-	100,000	100,000	100,000	100,000	100,000	100,000	500,000
Total	\$ -	\$ -	\$ 550,000	\$ 550,000	\$ 600,000	\$ 650,000	\$ 700,000	\$ 750,000	\$ 3,250,000

PROJECT APPROPRIATIONS	Prior Appropriations	FY2022-23			Total				
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Design	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 75,000	\$ 100,000	\$ 125,000	\$ 150,000	\$ 500,000
Construction	-	-	500,000	500,000	525,000	550,000	575,000	600,000	2,750,000
Total	\$ -	\$ -	\$ 550,000	\$ 550,000	\$ 600,000	\$ 650,000	\$ 700,000	\$ 750,000	\$ 3,250,000

Project Description: The Sidewalk Repair Program includes sidewalk repairs and improvements to provide a safe and accessible public sidewalk. A sidewalk survey was completed in FY 2015-16 to identify sidewalk defects that are the City's or private property owners' responsibility to repair. Repair of sidewalk defects that are not caused by a street trees is the adjacent property owners' responsibility. Sidewalk locations scheduled for City repair each year are identified through the FY 2015-16 inventory assessment and by complaints received from residents. This project replaces the sidewalk uplift caused by City's street trees and the priority is given to repair locations with the greatest sidewalk uplift. Project locations and budget appropriations will be determined on a yearly basis.

The Sidewalk Repair Project will prioritize replacing the sidewalk offset locations that were greater than 3/4-inch at the time the survey was conducted and within the available project funding budget. Project locations could also include locations from the resident participation and complaint list. As part of a future project, an updated survey will need to be performed and new locations addressed.



Project Details

Initial Funding Year	FY2022-23
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$0

Streets Capital

Streetlights

Streetlight Pole Replacement Program

PROJECT #: 60025

Total Project Budget: \$ 809,875

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
Gas Tax (HUTA)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Fund Capital Reserve	-	-	-	-	-	-	-	-	-
Measure A	209,875	123,728	-	123,728	-	-	-	-	123,728
Measure G	600,000	354,812	-	354,812	-	-	-	-	354,812
Total	\$ 809,875	\$ 478,540	\$ -	\$ 478,540	\$ -	\$ -	\$ -	\$ -	\$ 478,540

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Construction	809,875	478,540	-	478,540	-	-	-	-	478,540
Total	\$ 809,875	\$ 478,540	\$ -	\$ 478,540	\$ -	\$ -	\$ -	\$ -	\$ 478,540

Project Description: There are approximately 2,100 streetlight poles owned and operated by the City of San Bruno. As streetlight poles and their foundation age, they corrode and become brittle. Many San Bruno poles are over 60-80 years old, made of concrete and steel, and have visible cracks, fractures, extensive corrosion, and other structural defects. A 2015 condition assessment identified 680 street light poles as structurally deficient and recommended for replacement. New poles are made of more durable aluminum. The priority replacement schedule is based on condition and is reviewed annually.

The work plan schedule gives priority to replace the most damaged poles first, and where possible, to group locations geographically and by pole type to minimize costs.



Project Details

Initial Funding Year	FY2016-17
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$331,335

Streets Capital

Traffic Signals

Traffic Signal Rehabilitation Program Summary

PROJECT #: 10009 | 60001

Total Project Budget: \$ 1,061,883

DEPARTMENT: Public Works					FY2022-23					Total
FUNDING SOURCES	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27		FY2023-27 Budget
General Fund Capital Reserve	\$ 146,883	\$ 581	\$ (581)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gas Tax (HUTA)	342,500	18,695	(9,419)	9,276	-	-	-	-	-	9,276
Measure A	532,500	5,134	50,000	55,134	-	-	-	-	-	55,134
Total	\$ 1,021,883	\$ 24,410	\$ 40,000	\$ 64,410	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,410

PROJECT TITLE	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27		FY2023-27 Budget
Traffic Signal Priority	\$ 156,883	\$ 10,000	\$ (10,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Traffic Signal Improvements	865,000	14,410	50,000	64,410	-	-	-	-	-	64,410
Total	\$ 1,021,883	\$ 24,410	\$ 40,000	\$ 64,410	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,410

Project Description: This program repairs and replaces deteriorating traffic signal controllers and related accessories with new technologies or features that improve signal operations including above-ground traffic detection systems and improving signal visibility.

There are 17 signalized intersections operated by the City. The typical life span of the electronic hardware is 20 years, with the majority of locations currently between 30-40 years old. A contractor was procured in FY 2016-17 and 17 signalized locations were replaced as part of the Traffic Signal Rehabilitation Program. The remaining 4 signals within the Caltrans right-of-way still need to be replaced.

See the project detail on the following page.

Project Details

Initial Funding Year	FY2014-15
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$ 997,473



Streets Capital

Traffic Signals

Traffic Signal Rehabilitation Program - Traffic Signal Priority

PROJECT #: 10009

Total Project Budget: \$ 146,883

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 146,883	\$ 581	\$ (581)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gas Tax (HUTA)	10,000	9,419	(9,419)	-	-	-	-	-	-
Measure A	-	-	-	-	-	-	-	-	-
Total	\$ 156,883	\$ 10,000	\$ (10,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Traffic Signal Priority Control System - City	\$ 146,302	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Traffic Signal Priority Control System - State	10,581	10,000	(10,000)	-	-	-	-	-	-
Total	\$ 156,883	\$ 10,000	\$ (10,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Description: This project provides a traffic signal priority control system at designated State and City operated intersections that enables authorized emergency vehicles to activate signalized intersections momentary. This system allows emergency vehicles (fire, police, ambulance, etc.) to safely cross intersections without traffic delay. The construction of this project is concurrently performed with the Traffic Signal Improvements Project.

Defunding Projects for now, should be considered under Fire CIP in the future.



Project Details

Initial Funding Year	FY2014-15
Target Completion Year	-
Expended as of July 1, 2021	\$ 146,883

Streets Capital

Traffic Signals

Traffic Signal Rehabilitation Program - Traffic Signal Improvements

PROJECT #: 60001

Total Project Budget: \$ 865,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
Gas Tax (HUTA)	\$ 332,500	\$ 9,276	\$ -	\$ 9,276	\$ -	\$ -	\$ -	\$ -	\$ 9,276
Measure A	532,500	5,134	50,000	55,134	-	-	-	-	55,134
Total	\$ 865,000	\$ 14,410	\$ 50,000	\$ 64,410	\$ -	\$ -	\$ -	\$ -	\$ 64,410

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
Assessment	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Construction	865,000	14,410	-	14,410	-	-	-	-	14,410
Total	\$ 865,000	\$ 14,410	\$ 50,000	\$ 64,410	\$ -	\$ -	\$ -	\$ -	\$ 64,410

Project Description: There are 17 signalized intersections operated by the City. The typical life span of the electronic hardware is 20 years, with the majority of locations currently between 30-40 years old. The signalized locations were replaced as part of the project in FY 2017-18. There are 4 signals within the Caltrans right-of-way needing to be replaced as well.

Currently installed traffic signal equipment is being phased out and not supported. City will be performing an assessment at the 17 signalized intersections to see which equipment needs to be upgraded.



Project Details

Initial Funding Year	FY2020-21
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$ 850,590

Streets Capital

Streetlights

Safe Routes to School Plan

PROJECT #: 60026

Total Project Budget: \$ 281,180

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
Measure A	\$ 32,251	\$ 4,063	\$ -	\$ 4,063	\$ -	\$ -	\$ -	\$ -	\$ 4,063
Caltrans Sustainable Communities Grant	248,929	31,357	-	31,357	-	-	-	-	31,357
Total	\$ 281,180	\$ 35,420	\$ -	\$ 35,420	\$ -	\$ -	\$ -	\$ -	\$ 35,420

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Study & Evaluation	281,180	35,420	-	35,420	-	-	-	-	35,420
Total	\$ 281,180	\$ 35,420	\$ -	\$ 35,420	\$ -	\$ -	\$ -	\$ -	\$ 35,420

Project Description: The City's Safe Routes to School (SRTS) Plan will aim to increase the number of students who choose active or shared modes of transportation to school by making it safer and more accessible to walk, bicycle and/or take transit. The SRTS Plan will include school specific summaries that describe existing conditions and a list of prioritized projects. In addition, the SRTS Plan will provide training, resources and customized support to schools, while working together with district and school administration, parents, teachers, and local community based organizations. The overall goal is to make San Bruno a healthier, safer, more sustainable and environmentally sound community, with improved air quality and less traffic congestion, by reducing the number of school-related automobile trips.



Project Details

Initial Funding Year	FY2020-21
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$245,760

Streets Capital

Streetlights

Regulated Output Streetlight Replacement Project

PROJECT #: 60035

Total Project Budget: \$ 500,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2022-23								Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27		
General Fund Capital Reserve	500,000	499,397	-	499,397	-	-	-	-		499,397
Total	\$ 500,000	\$ 499,397	\$ -	\$ 499,397	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 499,397

PROJECT APPROPRIATIONS	Prior Appropriations									FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27		
Design	\$ 500,000	\$ 499,397	\$ -	\$ 499,397	\$ -	\$ -	\$ -	\$ -	\$ -	499,397
Construction	-	-	-	-	-	-	-	-	-	-
Total	\$ 500,000	\$ 499,397	\$ -	\$ 499,397	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 499,397

Project Description: On December 14, 2021, the City began experiencing streetlight outages in the lights within several neighborhoods which are on a Regulated Output (RO) circuit that is powered by a transformer, which sends a higher voltage to all the streetlights within the circuit. The City currently has 294 streetlights on eight (8) RO circuits. Due to the condition and service life of the antiquated RO system and the lack of any manufacturers for the transformer, it is in the best interest of the residents and the city to take steps towards moving to a parallel circuit system.

The scope of work for the Regulated Output Streetlight Replacement Project – Design Phase involves designing for the replacement of the existing RO circuit to a parallel circuit, assessment and replacement of defective streetlight poles within the RO circuit, coordination with PG&E for construction of new power sources, developing specifications for construction bidding, and providing support during the bidding and construction process.



Project Details

Initial Funding Year	FY2020-21
Target Completion Year	TBD
Expended as of July 1, 2021	\$603

2023-27 Capital Improvement Program

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FY2023-27 Capital Improvement Program

Technology Capital
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2023-27 Capital Improvement Program

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Technology Capital

FY2023-27 Five-Year Summary by Project and Funding Source

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
American Rescue Plan Act of 2021	\$ 500,000	\$ 474,540	\$ 1,100,000	\$ 1,574,540	\$ 900,000	\$ -	\$ -	\$ -	\$ 2,474,540
General Fund Capital Reserve	315,000	94,755	-	94,755	-	-	-	-	94,755
Permit Revenue Technology Fee	170,000	170,000	50,000	220,000	50,000	50,000	50,000	-	370,000
Total	\$ 985,000	\$ 739,295	\$ 1,150,000	\$ 1,889,295	\$ 950,000	\$ 50,000	\$ 50,000	\$ -	\$ 2,939,295

PROJECT TITLE	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2023-27 Budget
Strategic Software Needs Assessment and Upgrade	\$ 94,700	\$ 94,700	\$ -	\$ 94,700	\$ -	\$ -	\$ -	\$ -	\$ 94,700
Replacement of City Phone System	220,300	55	-	55	-	-	-	-	55
Online Permit System Upgrade	170,000	170,000	50,000	220,000	50,000	50,000	50,000	-	370,000
EOC Equipment Upgrade	150,000	140,060	-	140,060	-	-	-	-	140,060
Disaster Recovery	150,000	150,000	100,000	250,000	100,000	-	-	-	350,000
ERP Upgrade	200,000	184,480	1,000,000	1,184,480	800,000	-	-	-	1,984,480
Total	\$ 985,000	\$ 739,295	\$ 1,150,000	\$ 1,889,295	\$ 950,000	\$ 50,000	\$ 50,000	\$ -	\$ 2,939,295

The Technology Capital Improvement Fund provides for major upgrades and improvements to the technology infrastructure supporting City operations. The Technology Capital Fund ensures a coordinated approach to defining and addressing the organization's current and future technology needs. All improvements in this Fund are intended to provide employees with access to efficient technological tools necessary to deliver excellent customer service to all customers. The departments benefiting from specific upgrades or the City's various operating funds generate the Technology Capital Fund's revenues.

Technology Capital

Software Upgrades

Strategic Software Needs Assessment and Upgrade

PROJECT #: 81012

Total Project Budget: \$ 94,700

DEPARTMENT: Information Technology

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 94,700	\$ 94,700	\$ -	\$ 94,700	\$ -	\$ -	\$ -	\$ -	\$ 94,700

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
Consulting & Strategic Development	\$ 94,700	\$ 94,700	\$ -	\$ 94,700	\$ -	\$ -	\$ -	\$ -	\$ 94,700

Project Description: The City's software applications support and facilitate a wide range of services to the City's employees, residents, schools, and businesses. Services include water sewer distribution and billing, Parks and Recreation services, public safety services, and building inspection and code enforcement.

Finance, Community Development, and Public Works applications have been in use for over ten years. These applications continue to provide service to City employees and citizens on a daily basis. However, the applications used by these three departments are approaching the end of their useful life within the next two years as vendors limit or eliminate their support.

This was a funded priority from prior CIP, but due the vacancy in the Information Technology Manager position with the division, this project did not move forward in FY21.

With the Information Technology Manager position now filled, the IT Division will identify and contract with an experienced municipal software consultant in FY22 to work with City departments and Information Technology to document requirements needed for applications used in each department. In FY23, Information Technology will prepare budget requests, RFPs, initiate market search via the RFP process, identify qualified vendors, start contract negotiations with a software vendor that meets the City's requirements, with a goal of implementation in FY24.

New capital requests will be made in subsequent fiscal years depending on outcome of first year's work.



Project Details

Initial Funding Year	FY2019-20
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$0

Technology Capital

Software Upgrades

Replacement of City's Phone System

PROJECT #: 81014

Total Project Budget: \$ 220,300

DEPARTMENT: Information Technology

FUNDING SOURCES	Prior Appropriations	FY2022-23								Total
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27		FY2023-27 Budget
General Fund Capital Reserve	220,300	55	-	55	-	-	-	-	-	55
Total	\$ 220,300	\$ 55	\$ -	\$ 55	\$ -	\$ -	\$ -	\$ -	\$ -	55

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations						FY2023-27
					FY2023-24	FY2024-25	FY2025-26	FY2026-27		Budget
Consulting & Strategic Development	\$ 220,300	\$ 55	\$ -	\$ 55	\$ -	\$ -	\$ -	\$ -	\$ -	55

Project Description: The phone system used by the City of San Bruno was last upgraded in 2009. The upgrade was made to a Cisco switch, version 10.0. This version reached its end of life in October 2020, with end of support by Cisco set for June 2021. The City's IT Department has researched various upgrade and/or replacement options and has settled on early replacement of the current Cisco phone switch and system with the switch and system provided by Fortinet. The cost of the Fortinet system is priced at \$187,000, which is considerably lower than a Cisco upgrade which was priced at \$600,000.

This project will be funded through the American Rescue Plan Act of 2021.



Project Details

Initial Funding Year	FY2019-20
Target Completion Year	FY2021-22
Expended as of July 1, 2021	\$220,245

Technology Capital

Software Upgrades

Online Permit System Upgrade

PROJECT #: 81021

Total Project Budget: \$ 370,000

DEPARTMENT: Information Technology

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations					
Permit Revenue Technology Fee	\$ 170,000	\$ 170,000	\$ 50,000	\$ 220,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ 370,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	Total FY2023-27 Budget
Consulting & Strategic Development	\$ 170,000	\$ 170,000	\$ 50,000	\$ 220,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ 370,000

Project Description: Implementation of eTrackit and Trackit upgrade – As City transitioned to the automated process during COVID-19 pandemic, it was soon realized that the current paper routing of building and planning application would not sustain. In late 2020, a partial eTrakit program was piloted allowing small number of permits to be submitted and issued online. However, a comprehensive Trakit upgrade to allow the full implementation of Etrakit is necessary to provide a smooth customer-facing online platform. By doing so, eTrakit would be available to all city departments that are working on development projects (i.e. Public Works, Community Services, Fire, CityNet and Police Department). As the current legacy software has been implemented to its fullest capacities, many customer-friendly features such as online payment, inspection and application submittal were not available to customers. It is worth noting that most other cities have implemented and do provide services such as online payment, inspections and application submittal. The upgrade would enable all City departments to review and process development permits on the same software platforms. Estimated cost to fully implement a cloud-based eTrakit and Trakit Upgrade is \$170,000.



Project Details

Initial Funding Year	FY2019-20
Target Completion Year	FY2022-23
Expended as of July 1, 2021	\$0

Technology Capital

Equipment

EOC Equipment Upgrade

PROJECT #: 81022

Total Project Budget: \$ 150,000

DEPARTMENT: Information Technology

FUNDING SOURCES	Prior Appropriations	FY2022-23			FY2023-27				Total Budget
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	
American Rescue Plan Act of 2021	150,000	140,060	-	140,060	-	-	-	-	140,060
Total	\$ 150,000	\$ 140,060	\$ -	\$ 140,060	\$ -	\$ -	\$ -	\$ -	\$ 140,060

PROJECT APPROPRIATIONS	Prior Appropriations	FY2022-23			FY2023-27				Total Budget
		Estimate Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	
Technology Equipment Purchases	150,000	140,060	-	140,060	-	-	-	-	140,060
Total	\$ 150,000	\$ 140,060	\$ -	\$ 140,060	\$ -	\$ -	\$ -	\$ -	\$ 140,060

Project Description: The City of San Bruno's Emergency Operations Center (EOC) is located at City Hall and is utilized by all City departments as a command hub in the event of a local emergency or disaster. The EOC is in need of modern communication and technological upgrades to accommodate immediate situational awareness, improve communication and regional resources for internal and external staff, allow timely and accurate decision making ability and improve communication with the public. Project will replace all outdated technology equipment in the EOC, as well as add new equipment that allows for the EOC to be mobile in location in case of disasters that affect the City Hall location.

The project will be funded with the American Rescue Plan Act of 2021.

Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2021-22
Expended as of July 1, 2021	\$9,940



Technology Capital

Business Continuity

Business Continuity - IT Disaster Recovery Plan

PROJECT #: 81023

Total Project Budget: \$ 350,000

DEPARTMENT: Information Technology

FUNDING SOURCES	Prior Appropriations	FY2022-23							FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	
American Rescue Plan Act of 2021	150,000	150,000	100,000	250,000	100,000	-	-	-	350,000
Total	\$ 150,000	\$ 150,000	\$ 100,000	\$ 250,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 350,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations					FY2023-27 Budget
					FY2023-24	FY2024-25	FY2025-26	FY2026-27	
Planning/Design	\$ 50,000	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	50,000
Other, including Acquisition	100,000	100,000	100,000	200,000	100,000	-	-	-	300,000
Total	\$ 150,000	\$ 150,000	\$ 100,000	\$ 250,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 350,000

Project Description: Currently all network servers and storage are located locally within City facilities. While upgrades have been made to the network infrastructure, connectivity, security and back-up processes, this project will continue to work on disaster recovery improvements with the implementation of a redundant, off-site location to continue City operations in the case of an emergency or should City Hall server facilities become unusable. The network server infrastructure currently replicates between machines on site. This works well provided that the server room remains intact. Should the server rooms be compromised, there is no back up system and the City would be without any network services.

This project will be implemented through a third party vendor.

This project will be funded through the American Rescue Plan Act of 2021, with the funding amount and source for future work in FY23 and FY24 to be determined by work completed in FY22.

Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$0



Technology Capital

Business Continuity

ERP Upgrade

PROJECT #: 81024

Total Project Budget: \$ 2,000,000

DEPARTMENT: Information Technology/Finance

FUNDING SOURCES	Prior Appropriations	FY2022-23							FY2023-27 Budget
		Estimated Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	
American Rescue Plan Act of 2021	200,000	184,480	1,000,000	1,184,480	800,000	-	-	-	1,984,480
Total	\$ 200,000	\$ 184,480	\$ 1,000,000	\$ 1,184,480	\$ 800,000	\$ -	\$ -	\$ -	\$ 1,984,480

PROJECT APPROPRIATIONS	Prior Appropriations	FY2022-23							FY2023-27 Budget
		Estimate Carryover	New Request	Total Appropriations	FY2023-24	FY2024-25	FY2025-26	FY2026-27	
Consulting & RFP development	200,000	184,480	-	184,480	-	-	-	-	184,480
Acquisition and Implementation	-	-	1,000,000	1,000,000	800,000	-	-	-	1,800,000
Total	\$ 200,000	\$ 184,480	\$ 1,000,000	\$ 1,184,480	\$ 800,000	\$ -	\$ -	\$ -	\$ 1,984,480

Project Description: The current ERP system is reaching to its end of life. The City needs to upgrade its ERP to the 21st Century.



Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2023-24
Expended as of July 1, 2021	\$15,520

2023-27 Capital Improvement Program

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FY2023-27 Capital Improvement Program

Unfunded Priorities
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2023-27 Capital Improvement Program

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Unfunded Priorities Capital Improvement Program

FY2023-27 Summary of Unfunded Priorities

PROJECT TITLE	Total Project Cost
City Facilities Replacement	\$ 216,000,000
Stormwater Infrastructure Improvements	65,500,000
Other Improvements	248,004,999
Total	\$ 529,504,999

This section of the capital budget identifies needs for capital repair or replacement that currently do not have a designated long-term funding source. Given the limited resources available to fund these types of improvements, a determination of the most essential areas will be necessary to ensure that the most critical infrastructure needs are addressed.

Unfunded Priorities Capital Improvement Program

City Facilities Replacement

Total Project Cost: 216,000,000

This project provides information for City facilities that currently serve the public as venues for a variety of activities and programs and serve as the administrative offices for essential City functions. The City does not have a long-term funding mechanism for the replacement of these facilities. As these facilities age, it is essential that the City plan for their eventual replacement. The projected needs/renovations to ensure the continuing functionality of the existing facilities are outlined below and are included in the five-year Capital Improvement Program.

Project	Project Description	Replacement Cost
City Hall Civic Center	<p>The City Hall Civic Center was constructed in 1954 and houses the administrative offices for the City Manager, City Attorney, Finance, Human Resources, Technology, Community Development, and Public Works. The 22,700 sq.ft. facility also hosts a wide range of public meetings including citizen advisory committees and commissions.</p> <p>The interior of City Hall was remodeled in FY2002-03, which included updating the kitchen, carpet, lighting, and furniture. Recent improvements include cleaning and repainting the exterior of City Hall in 2013.</p>	\$50,000,000
Parks Corporate Yard	<p>The Parks Corporation Yard provides equipment space, vehicle storage, employee dressing area, restroom, and break room facilities. The facility experiences regular, heavy use by Parks Division staff and has not been updated or significantly improved for many years. The current project, funded by the prior year's appropriation, is for planning and design to update the parks staff room which will include one new ADA-compliant shower and restroom. Conditions at the Corporation Yard will be evaluated at the end of this project to determine if any further maintenance improvements are recommended. Construction costs will to be determined at a later time.</p>	\$550,000
Fireman's Hall Roof Replacement	<p>Fireman's Hall is one of the City's oldest buildings. It is in need of a roof, HVAC and other repairs. Substantial maintenance and improvements are not planned in FY2020-21 as the City assesses all of its facility needs to determine the scope and timeline of future projects.</p> <p>This roof has been patched every rain season for at least the last 12 years. The only lasting and cost effective repair is a roof replacement.</p> <p>The roof mounted HVAC unit is old and rusted out and it needs to be replaced, ideally at the same time as the roof.</p>	\$300,000
Fire Station No. 51	<p>Fire Station #51 was constructed in 1958 serves as the Fire Department's main administrative office. The 8,911 sq.ft. facility provides housing for on-duty firefighters, trucks, and other fire equipment.</p> <p>Improvements to Fire Station 51 include the installation of a new roof in 2005 and significant accessibility and privacy improvements including bathroom and dormitory renovations and electrical upgrades, which were completed in 2010. Recently, the building exterior, upstairs kitchen, and living areas were repainted, new cabinets, counters, and stove exhaust fan were installed in the kitchen, stairway treads repaired, and a wall separating turnout gear from the garage bay installed.</p>	\$12,250,000

Project	Project Description	Replacement Cost
Fire Station No. 52	<p>Following the 2010 PG&E gas pipeline explosion in San Bruno's Crestmoor neighborhood, the City played an active role in several investigative proceedings before the California Public Utilities Commission (CPUC). The City Council previously considered several projects related to the explosion and its aftermath to be completed with any funding that may be available to the City as a result of the disaster. Replacement of Fire Station 52 was identified as the highest priority for use of any such funds. This building, constructed in the mid-1950's, serves as San Bruno's second fire station, providing coverage to the western half of the City. The station houses on duty firefighters, trucks, and other fire equipment and is a critical component of the City's public safety infrastructure.</p> <p>It is currently in poor repair and it lacks many of the modern-day amenities considered necessary for fire service delivery. Replacement of the station will provide the necessary facilities for Fire Department staff and operations and will allow the Department to properly store and secure apparatus and equipment. In addition, a new station may be designed to include a neighborhood meeting room and activity space.</p>	\$37,000,000
Library	<p>The San Bruno Public Library, constructed in 1954, is a 16,766 sq.ft. three-level building consisting of a main floor with children's area, a basement area, and mezzanine. The library was last significantly remodeled in 1990 and many improvements and repairs to the facility have been deferred until recently with the intent that a new library would be built.</p> <p>In the last two years a number of improvements have been completed at the Library including ADA improvements to the public bathroom, laptop seating on the mezzanine level and the installation of a wheelchair lift to provide access to the mezzanine level.</p>	\$55,000,000
Parks Maintenance Yard	<p>The Parks Maintenance Yard, a 14,491 sq.ft. facility constructed in 1954, serves as the main office for the Parks Division offices along with a lunch break room and workshop, and storage for parks equipment, supplies and materials, trucks, and other parks equipment.</p> <p>The current work plan includes painting the exterior of the building and replacing the wood wall of the parking bay.</p>	\$6,800,000
Police Plaza	<p>Police Plaza, a 23,000 sq.ft. facility constructed in 2000, is the administrative office for Police Department staff, dispatch center, temporary holding facility, storage for police vehicles, and equipment. As the building approaches ten years of age, due to the heavy use of the facility a number of needs are anticipated in the next five years including repair of the generator, exterior stucco repairs and painting, HVAC upgrades, flooring replacement, and roof repairs. The current work plan includes exterior patching and painting.</p> <p>Additional improvements include upgrades to police facilities, facilities for the emergency response planning and exercise department, and technology upgrades.</p>	\$32,000,000
Public Works Corporation Yard	<p>The Public Works Corporation Yard is roughly 1.4 acres and located on the northwest corner of Huntington Avenue and San Felipe Avenue and houses the City's Water, Streets and Stormwater, Wastewater and Fleet Maintenance departments.</p> <p>Improvements to the Public Works Corp Yard include more efficient parking for staff and visitors, better circulation and flow through site, increased site security, relocation of offsite storage, equipment materials and supplies onto the existing site.</p>	\$7,100,000

Project	Project Description	Replacement Cost
Senior Center	<p>The Senior Center, a 12,700 sq.ft. facility constructed in 1987, serves as a recreational facility providing educational and entertainment activities for the City's senior population and is used for City Council meetings and other public meetings. The Senior Center is also used as the cooking facility to provide a daily senior lunch program.</p> <p>Recent improvements to the Senior Center include a replacement of the multi-purpose floor in 2004, a new roof which was completed in 2008, and replacement of the restroom automatic door opening mechanical system in 2015. The current work plan includes replacing the exterior deck.</p>	\$15,000,000

Stormwater Infrastructure Improvements**Total Project Cost: 65,500,000**

This project replaces segments of stormwater pipes, catch basins, collection boxes, detention basins, culverts, and other stormwater assets needing rehabilitation. Smaller spot repairs that are complex enough to require the expertise of civil engineering in the repair are also in this project. Rehabilitation projects are identified by incidents of flooding, maintenance history, video inspection, and flow adequacy identified in the Stormwater Master Plan.

The Stormwater Master Plan identified Priority 1 and Priority 2 Storm Drain Collection System projects. The Master Plan also identified planned San Mateo County Flood Control District (SMCFCD) Pump Station and Tide Gate Improvement projects to be funded by the County.

Project	Project Description	Project Cost
Priority 1 Collection System Projects	Belle Air Box: North Side of Pine Street; Pipeline Improvement: 7th and Angus Avenues adjacent to pump station; Pipeline Improvement: San Bruno Avenue East; Compliance with Municipal Regional Permit-Long Term Trash Control Operation and Maintenance.	\$15,300,000
Priority 2 Collection System Projects	Pipeline Improvement: North of Jenevein Avenue and El Camino Real; Pipeline Improvement: Jenevein Avenue between Hazel and Cypress Avenues; Pipeline Improvement: El Camino Real at 380 undercrossing; Pipeline Improvement: Whitman Way between Madison Avenue and Eastburn Court; Pipeline Improvement: Huntington Avenue at Cupid Row.	\$8,700,000
Regional Stormwater Capture Project at I-280 and I-380	This is a regional stormwater capture project within San Bruno which is designed to collect, detain and treat stormwater at an open space in the Caltrans right-of-way between the I-280/I-380 interchange from a storm drain that serves portions of the Rollingwood, Crestmoor, Portola Highlands, and Pacific Heights neighborhoods of San Bruno. This project has the potential to supplement groundwater supplies, alleviate downstream flooding, and improve water quality in San Bruno Creek. This project will treat runoff from a total of 942 acres.	\$40,000,000
Trash Capture Device	The San Francisco Bay Regional Water Quality Control Board's Municipal Regional Permit (MRP) regulates pollutants in stormwater runoff from municipal storm drain systems throughout San Mateo County. The MRP requires jurisdictions to develop a Green Infrastructure Plan that demonstrates how each permittee will gradually shift from traditional "gray" storm drain infrastructure - which channels polluted runoff directly into receiving waters without treatment - to a more resilient and sustainable storm drain system comprised of "green" infrastructure, which captures, stores and treats stormwater using specially designed landscape systems. The City's Green Infrastructure Plan was completed in 2018-19 and submitted to the Water Board in September 2019.	\$1,500,000

The City receives approximately \$600,000 annually from Stormwater National Pollutant Discharge Elimination System (NPDES) drainage fees applied against all parcels and collected with the property tax. The revenues are only enough to cover Stormwater's day-to-day operations. To accomplish the City's long-term goals as described in the Stormwater Master Plan, the City will need to develop a sustainable funding mechanism to complete Stormwater infrastructure improvement projects.

Other Improvements	Total Project Cost: 248,004,999
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Other Improvements include miscellaneous capital projects that do not have a designated funding source at this time.

Project	Project Description	Project Cost
ADA Transition Plan	The City has continued to comply with all ADA regulations with improvement projects like the Sidewalk Repair Program and installation of accessible curb as part of the Pavement Management Program as well as facility improvement projects such as the Senior Center bathroom upgrades. The purpose of the ADA Self Evaluation and Transition Plan is to allow the City to conduct a comprehensive analysis of all City facilities. The Plan acts as a guidance document for the City to continue to meet federal ADA standards. Facilities include, but are not limited to, public buildings, parks, parking lots, sidewalks, and intersections. A realistic and feasible Transition Plan will address any City facilities that are out of compliance to bring them up to current ADA standards.	\$6,000,000
Application & Infrastructure Upgrades to Existing Base Platforms	The City's information technology infrastructure is aging and requires multiple upgrades, including network security for \$125,000, data storage enhancements for \$80,000, geographic information system upgrades for \$150,000, public portal upgrades for \$200,000, telephonic communication upgrades for \$250,000 and various application utilities for \$50,000.	\$855,000
Cable Fiber to the Home (FTTH)	The current cable infrastructure is a 20 year old 750 MHz system that supports 260 digital channels. The current system is operating at maximum capacity and has limited ability to provide additional services to San Bruno Cable customers, such as faster Internet speeds and additional programming. The project scope includes replacement of all outside wiring, removal of field electronics, and the installation of fiber optic cable related equipment inside each customer's home to provide advanced technology services. These include telephone, TV, Wi-Fi services, and high speed internet service up to Gigabit speeds.	\$12,400,000

Project	Project Description	Project Cost
Citywide Basic Software Update	The City's software applications support and facilitate a wide range of services to the City's employees, residents, schools, and businesses. Services include water sewer distribution and billing, Parks and Recreation services, public safety services, and building inspection and code enforcement. City wide software applications fall into five major categories: Police/Fire, Finance, Community Development, Public Works, and Geographical Information System (GIS) for mapping. Finance, Community Development, and Public Works applications have been in use for over ten years. These applications continue to provide service to City employees and citizens on a daily basis. However, the applications used by these three departments are approaching the end of their useful life within the next two years as vendors limit or eliminate their support. The Information Technology Division will assist with the analysis process to select replacements for these systems and have a strategic plan in place to have new systems ready to take over when current applications reach end of life. The Information Technology Division is proposing a multi-year replacement project to bring these three major systems up to date with current municipal technology. In Year One of this strategic initiative, an experienced municipal software consultant would work with City departments to document requirements needed for each application in each department. In Year Two, Information Technology staff would prepare budget requests, RFPs, initiate market search via the RFP process, identify qualified vendors, start contract negotiations. Year Three and Four will begin the implementation and bring new applications into full production. Cloud Based ERP - \$2MM. Works Management Platform - \$1MM	\$3,000,000
City-Wide Paving	The Pavement Management Program (PMP) to repairs and applies preventative maintenance treatment to local, collector, and arterial streets. The PMP provides an ongoing condition assessment of City streets and recommends the streets to be selected for rehabilitation to cost effectively maximize pavement longevity. Street condition is measured in terms of pavement condition index (PCI), a numerical index between 0 and 100 in which 0 represents a failed street and 100 represents a newly repaved street. The City maintains approximately 89 miles of streets and the City has a target average PCI score of 84. The estimated project cost to increase the PCI to 80 in 10 years is approximately \$60,000,000.	\$60,000,000
Crestmoor Canyon Fire Safety Improvements and Trails	This project provides better protection and access in the case of fire. This project includes the clearing of major vegetation within a buffer zone at the top of the canyon to reduce potential fire fuel, performing underbrush and other "fuel" removal within the Canyon proper, and the construction of a fire road within the canyon to provide access for emergency vehicles. The benefit of constructing a fire road within the canyon includes the dual use of this road as a pedestrian trail system conforming to the City's General Plan vision, as well as providing needed construction access to several areas in the canyon that require remedial geotechnical work as part of the Crestmoor Canyon Slope Stability Repairs. The strategy for implementing the fire safety improvements will integrate the other potential planned projects within the canyon including slope and erosion control repairs, a possible pedestrian trail connection, and a future stormwater detention basin.	\$1,900,000
Downtown Parking Garage	This project will construct a 450-stall parking garage in Downtown. The current parking deficiency is primarily caused by an increase in the area population, and future planned development in the area may exacerbate the issues by generating new demand for office and retail uses. There are several potential sites for constructing a parking garage, but none have been identified at this time because of the timing and funding has not been determined.	\$18,000,000
Pedestrian Bridge	This project provides for the design and construction of a pedestrian bridge over El Camino Real connecting The Crossing development with the Shops at Tanforan. To properly connect the bridge on the eastern side with the Shops at Tanforan, it may be necessary to have another retail anchor or structure on the shopping center's site adjacent to El Camino Real. The bridge would be subject to review and approval of Caltrans. Although grant funds may be available to help finance this project, it cannot be identified until the timing for this project is more certain. The second level pedestrian bridge crossing facilitates safe pedestrian access to the shopping center and to San Bruno BART Station on Huntington Avenue.	\$749,999

Project	Project Description	Project Cost
Regional Stormwater Capture Project at I-280 and I-380	<p>This is a regional stormwater capture project within San Bruno which is designed to collect, detain and treat stormwater at an open space in the Caltrans right-of-way between the I-280/I-380 interchange from a storm drain that serves portions of the Rollingwood, Crestmoor, Portola Highlands, and Pacific Heights neighborhoods of San Bruno.</p> <p>This project has the potential to supplement groundwater supplies, alleviate downstream flooding, and improve water quality in San Bruno Creek. This project will treat runoff from a total of 942 acres and can reduce the PCBs load in the drainage area by 69%.</p>	\$20,000,000
San Mateo Avenue Streetscape Plan	<p>The goal of this Streetscape Plan is to re-enforce San Mateo Avenue as a vital commercial street that serves the needs and priorities of the community. The San Mateo Avenue Streetscape Plan will develop complete design standards for all the street features and re-imagine the use of public spaces, such as Posy Park, to create more of a destination. The outcome of the Streetscape Plan will be an enhanced street with safer and green sidewalks; well-marked and decorative crosswalks; widened sidewalks at some locations; improved signage and way finding including to public parking lots; integrated and attractive modern street furniture; and roadways that accommodate multiple modes of transportation such as bicycles, pedestrians and automobiles. The Streetscape Plan will also provide design recommendations to improve pedestrian safety and comfort, increase the amount of usable public space in the neighborhood, and support environmentally-sustainable storm water management. A design was completed in 2019 to project cost.</p>	\$19,100,000
Scott Street Grade Separation	<p>This project includes multi-faceted improvements to separate the Caltrain ROW from vehicle and pedestrian ROW. At South Linden Avenue and Scott Street, a grade separation project would result in the train tracks being separated from the roadway and/or pedestrian/bicycle crossing.</p> <p>Several design alternatives were developed that appeared to be viable options for achieving grade separation at both South Linden Avenue and Scott Street while at a minimum maintaining pedestrian and bicycle crossings.</p>	\$102,000,000
Street Light Replacement - RO Streetlight System	<p>This project will evaluate the conversion of 400 regulated output (RO) circuit streetlights to a standard parallel circuit system. Approximately 24 RO circuit street lights in the Mills Park Neighborhood were converted to parallel circuit in FY2017-18.</p>	\$4,000,000

Equipment Purchase
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FY2022-23 Equipment Purchase Funding Summary

		Equipment Replacement	Vehicle Replacement	New Acquisition	Total
Total Request by Fund:					
	CityNet Fund	-	-	-	-
	General Fund Equipment Reserve	\$ 105,100	\$ 416,000	\$ -	\$ 521,100
	Measure G	-	-	60,000	60,000
	Wastewater Fund	-	182,000	-	182,000
	Water Fund	-	180,000	-	180,000
	Stormwater Fund	-	178,000	-	178,000
	Total	\$ 105,100	\$ 956,000	\$ 60,000	\$ 1,121,100
Expenditures by Department:					
Police	(3) Marked Police Vehicles	\$ -	\$ 249,000	\$ -	\$ 249,000
	(1) Unmarked Police Vehicle	-	45,000	-	45,000
	(3) Hard Shields	27,000	-	-	27,000
	Armory Cabinets	10,000	-	-	10,000
	(56) Ballistic Helmets	45,100	-	-	45,100
Fire	Emergency Response Vehicle & Upfitting	-	-	60,000	60,000
Streets	Service Truck	-	90,000	-	90,000
Parks	Inspector Vehicle	-	32,000	-	32,000
	John Deere Zero Turn Mower	15,000	-	-	15,000
	Mower Trailer	8,000	-	-	8,000
Wastewater	Service Truck	-	150,000	-	150,000
	Inspector Vehicle	-	32,000	-	32,000
Water	(2) Service Truck	-	180,000	-	180,000
Stormwater	Sidewalk Sweeper (Green Machine)	-	178,000	-	178,000
	Total	\$ 105,100	\$ 956,000	\$ 60,000	\$ 1,121,100

FY2022-23 New Additions

Acquisition Description

Fire Department

Emergency Response Vehicle & Upfitting (703-1560-8013) \$60,000

The ability of the San Bruno Fire Department to access patients in remote areas of the City's first-due response area can make the difference between life and death. A recent incident on Sweeney Ridge in the Golden Gate National Recreation area highlighted the need for a small agile UTV (utility terrain vehicle). This incident involved a male patient who was complaining of chest pain. San Bruno Fire Department Firefighter Paramedics had to be shuttled to the area where the patient was in a four-wheel-drive watershed keepers' vehicle that became stuck at the incident due to the narrow trail and recent rains. Within less than a minute of paramedics arriving on the scene, the patient stopped breathing, lost his pulse, and went into cardiac arrest. Our Firefighter Paramedics provided lifesaving advanced life support (ALS), including defibrillation to resuscitate the patient. The fact that a watershed keeper was in the area and able to assist in transporting our firefighter paramedic to the remote scene was fortunate but is not a guarantee, in fact, their vehicle became stuck at the scene and a rescue helicopter from the California Highway Patrol was utilized to transport the patient to the hospital where he ultimately made a full recovery. Having a UTV stationed at fire station 52 would allow firefighters to respond quickly to these remote areas for a medical emergency as well as transport personnel, tools, and equipment to remote fires that may be beyond the reach of conventional firefighting resources.

This UTV will also be utilized to provide firefighters quick access to incidents at large gatherings like the Posey Parade and Community Day. In the City, the vehicle can go up curbs and stairs, navigate disaster areas and go through parks, tight and sensitive areas like alleys, crowded streets, walkways, and around barricades that are also more easily navigated with a small vehicle.

Total Equipment Purchase – New Additions \$60,000

FY2022-23 Vehicle Replacement List

Department	Current Vehicle			Proposed Replacement Vehicle		Replacement Cost	Funding Source
Wastewater	2006	Ford	F-450	Ford	F-450	\$150,000	Wastewater Fund
Wastewater	2010	Ford	Escape Hybrid	Ford	Maverick Hybrid	32,000	Wastewater Fund
Water	2012	Ford	F-350	Ford	F-350	90,000	Water Fund
Water	2016	Ford	F-250	Ford	F-250	90,000	Water Fund
Stormwater	2009	Tenant	Green Machine	Tenant	Green Machine	178,000	Stormwater Fund
Streets	2012	Ford	F-350	Ford	F-350	90,000	Equipment Reserve
Parks	2003	Ford	F-150	Ford	Maverick Hybrid	32,000	Equipment Reserve
Police (unmarked)	2011	Ford	Crown Victoria	Ford	Explorer	45,000	Equipment Reserve
Police (marked)	2016	Ford	Explorer	Ford	F-150 Police Responder	83,000	Equipment Reserve
Police (marked)	2016	Ford	Explorer	Ford	F-150 Police Responder	83,000	Equipment Reserve
Police (marked)	2016	Ford	Explorer	Ford	Police Interceptor	83,000	Equipment Reserve
Total Vehicle Request						\$956,000	

Funding Summary	
Total Wastewater Fund	\$182,000
Total Water Fund	180,000
Total Stormwater Fund	178,000
Total General Fund Equipment Reserve	167,000
Total General Fund (Police Marked Vehicles)	249,000
Total Funding Source	\$956,000

FY2022-23 Vehicle Replacement Acquisition Descriptions

Wastewater

Service Truck (631-6310-8013) \$150,000

A 2006 Ford F-450 service truck used for hauling equipment, materials, and debris, with 30,000 miles, is scheduled for replacement due its age and maintenance condition. The amortization/replacement schedule for a Public Works heavy duty truck is 7 years / 70,000 miles and this vehicle is 16 years old with continuous hours of operation. The cost of a replacement Ford F-450 is \$150,000 including sales tax, preparation, customization, and delivery. Vehicle delivery, availability, and price are unpredictable with current industry-wide supply chain issues.

Inspector Vehicle (631-6310-8013) \$32,000

A 2010 Ford Escape Hybrid used for inspections, with 50,000 miles, is scheduled for replacement due its age and maintenance condition. The amortization/replacement schedule for a small/mid-size vehicle is 10 years / 100,000 miles and this vehicle is 12 years old. The cost of a replacement Ford Maverick Hybrid is \$32,000 including sales tax, preparation, and delivery. Vehicle delivery, availability, and price are unpredictable with current industry-wide supply chain issues.

Water

Service Truck (611-6110-8013) \$90,000

A 2012 Ford F-350 truck used for hauling equipment, materials, and debris, with 80,000 miles, is scheduled for replacement due its age and maintenance condition. The amortization/replacement schedule for a small/mid-size vehicle is 7 years / 85,000 miles and this vehicle is 10 years old and will be nearly 85,000 miles by the time a replacement vehicle is received. The cost of a replacement Ford F-350 truck is \$90,000 including sales tax, preparation, and delivery. Vehicle delivery, availability, and price are unpredictable with current industry-wide supply chain issues.

Service Truck (611-6110-8013) \$90,000

A 2016 Ford F-250 service truck used for hauling equipment, materials, and debris, with 110,000 miles, is scheduled for replacement due its age and maintenance condition. The amortization/replacement schedule for a Public Works medium to heavy use truck is 7 years / 85,000 miles and this vehicle will be 7 years old by the time the City secures a replacement and has over 100,000 miles with continuous hours of operation. The cost of a replacement Ford F-250 is \$90,000 including sales tax, preparation, customization, and delivery. Vehicle delivery, availability, and price are unpredictable with current industry-wide supply chain issues.

Stormwater

Sidewalk Sweeper ("Green Machine") (621-1560-8013) \$178,000

A 2009 Tenant Green Machine sidewalk sweeper is used to clean sidewalks and walkways, primarily in the downtown San Mateo Avenue business district, special projects, and support to the City's larger street sweepers. Vehicle mileage is unavailable and is scheduled for replacement due its age and maintenance condition. This vehicle has routinely been out of service for repairs, with a typical repair costing over \$10,000. The amortization/replacement schedule for a Public Works medium to heavy use truck is 7 years / 85,000 miles and this vehicle is 13 years with continuous hours of operation. The cost of a replacement Tenant Green Machine is \$178,000 including sales tax, preparation, customization, and delivery. Vehicle delivery, availability, and price are unpredictable with current industry-wide supply chain issues.

Streets

Service Truck (703-1560-8013) \$90,000

A 2012 Ford F-350 service truck used for hauling equipment, materials, and debris, with 100,000 miles, is scheduled for replacement due its age and maintenance condition. The amortization/replacement schedule for a Public Works medium to heavy use truck is 7 years / 85,000 miles and is 10 years old and has over 100,000 miles with continuous hours of operation. The cost of a replacement Ford F-350 is 90,000 including sales tax, preparation, customization, and delivery. Vehicle delivery, availability, and price are unpredictable with current industry-wide supply chain issues.

Parks

Inspector Vehicle (703-1560-8013) \$32,000

A 2003 Ford F-150 service truck used for inspections, with 99,000 miles, is scheduled for replacement due its age and maintenance condition. The amortization/replacement schedule for a Public Works small to light duty truck is 10 years / 100,000 miles and is 19 years old and has nearly 100,000 miles. The cost of a replacement Ford Maverick Hybrid is \$32,000 including sales tax, preparation, and delivery. Vehicle delivery, availability, and price are unpredictable with current industry-wide supply chain issues.

Police

Unmarked Police Vehicle (703-1560-8013) \$45,000

A 2011 Ford Crown Victoria vehicle used for patrol and investigations, with 110,000 miles, is scheduled for replacement due its age, mileage, and maintenance condition. The amortization/replacement schedule for an unmarked vehicle is 10 years / 100,000 miles and this vehicle is 11 years old and over 100,000 miles. The cost of a replacement Ford Explorer is \$45,000 including sales tax, preparation, and delivery. Vehicle delivery, availability, and price are unpredictable with current industry-wide supply chain issues.

Marked Patrol Vehicle (703-1560-8013)	\$83,000
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A 2016 Ford Explorer used for patrols investigations, with 86,000 miles, is scheduled for replacement due its age, mileage, and maintenance condition. The amortization/replacement schedule for a marked patrol vehicle is 5 years / 85,000 miles and this vehicle is 6 years old with over 86,000 miles. The cost of a replacement Ford F-150 Police Responder is \$83,000 including sales tax, preparation, and delivery. Vehicle delivery, availability, and price are unpredictable with current industry-wide supply chain issues.

Marked Patrol Vehicle (703-1560-8013)	\$83,000
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A 2016 Ford Explorer used for patrols investigations, with 86,000 miles, is scheduled for replacement due its age, mileage, and maintenance condition. The amortization/replacement schedule for a marked patrol vehicle is 5 years / 85,000 miles and this vehicle is 6 years old with over 82,000 miles. The cost of a replacement Ford F-150 Police Responder is \$83,000 including sales tax, preparation, and delivery. Vehicle delivery, availability, and price are unpredictable with current industry-wide supply chain issues.

Marked Patrol Vehicle (703-1560-8013)	\$83,000
---------------------------------------	----------

A 2016 Ford Explorer used for patrols investigations, with 86,000 miles, is scheduled for replacement due its age, mileage, and maintenance condition. The amortization/replacement schedule for a marked patrol vehicle is 5 years / 85,000 miles and this vehicle is 6 years old with over 90,000 miles. The cost of a replacement Ford F-150 Police Responder is \$83,000 including sales tax, preparation, and delivery. Vehicle delivery, availability, and price are unpredictable with current industry-wide supply chain issues.

Total Vehicle Replacement	\$956,000
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FY2022-23 Equipment Replacement Acquisition Description

General Fund Equipment

Police Department

Three (3) Hard Shields (001-2010-6650) \$27,000

The Police Department is requesting to purchase three (3) new Point-Blank hard shields. The shields are rated to stop rifle rounds, have a viewing port and a light kit. These shields will greatly increase the safety of officers when faced with an armed encounter or other high-risk situation by giving them a level of protection against rifle fire, allowing them to observe a threat with a higher degree of safety from behind the viewport and can light up an area to provide for threat identification in low light. The Department's current shields are only rated for pistol rounds and do not have viewports or lights.

Armory Cabinets (001-2010-6650) \$10,000

The Police Department is requesting to purchase replacement armory storage cabinets to safely store the Department's numerous firearms and other controlled items. Due to the high value of these items if they are damaged or misplaced, the items have to be kept in a way that can be continuously inventoried. About eight (8) years ago, the armory was damaged with a sewage spill and the armory's items were moved to a new location within the building. All of the storage cabinets were considered contaminated and destroyed. These cabinets were never replaced. Currently items are stacked on the floor. These replacement armory cabinets will restore a secure and centralized location for all of the Department's controlled items and allows the Range Masters to quickly inventory the items on a regular basis. A centralized armory cabinet storage location will keep better control of inventory and equipment in better operating conditions as items are not stacked on the floor where they can be damaged.

Ballistic Helmets (001-2010-6650) \$45,100

The Police Department is requesting to purchase ballistic helmets for Department Officers. Currently, Officers non-ballistic riot helmets, not full ballistic helmets. Though the current helmets provide head and face protection against thrown objects such as sticks, stones and bottles, they do not provide any ballistic protection.

With today's hostile environment for law enforcement, providing Officers with updated gear which offers both ballistic protection and riot protection would only increase their safety by adding an extra layer of protection to the individual officer. The price quoted below would allow the issuance of a ballistic helmet and face shield to every sworn member (including Reserve Officers) of the department. Based on the manufacturer's warranty, a replacement would not be needed for 10 years from date of purchase.

The price for a ballistic helmet and shield is approximately \$733. The total cost with tax and delivery for 56 officers is \$45,100.

Parks Division

John Deere Zero Turn Mower (703-1560-8014) \$15,000

The division's existing mower is at the end of its useful life. The existing mower was used primarily by one person for the life of the equipment. The existing mower is difficult to maneuver due to its length and its precarious center of gravity. This is a potential safety hazard for staff who are unfamiliar with operating this outdated design.

Since the division has accumulated funds for replacement, and safety is of utmost concern, the division proposes purchasing a mower with a lower center of gravity and smaller wheelbase which allows for all Parks Maintenance Workers to operate it. The new mower is more user friendly and versatile because it allows for height adjustment of the cutting deck.

Mower Trailer (703-1560-8014) \$8,000

The current trailer for mower is specifically designed for the current mower. A new trailer is necessary to tow the replacement mower.

Total Equipment Replacement \$105,100

Vehicle and Equipment Replacement & Amortization Schedule

Police Department Vehicles

Marked patrol vehicle	5 service years / 85,000 Miles
Unmarked vehicle	10 service years / 100,000 Miles
Motorcycle	5 service years / 85,000 Miles
Parking control 3-wheel vehicle	5 service years / 85,000 Miles

City Hall, Fire, Engineering, Pool, Recreation, Code Enforcement Vehicles

Small to Mid-size vehicle	10 service years / 100,000 Miles
Mid-size to large van	10 service years / 100,000 Miles
Senior Center Bus	10 service years / 100,000 Miles

Public Works, Parks, Cable Vehicles / Equipment

Small to light duty truck (1/2 ton and smaller)	10 service years / 100,000 Miles
Medium to Heavy use truck (3/4 to 1 ton)	7 service years / 85,000 Miles
Heavy duty (above 1 ton to 5 yard)	7 service years / 70,000 Miles
Combination truck (vactor)	7 service years / 70,000 Miles
Small to Mid-size vehicle	10 service years / 100,000 Miles
Street sweeper (Large)	10 service years (if staggered and purchased every 5 years)
Street sweeper (Small)	7 service years
Emergency pump trailer	15 service years
Emergency hose reel	15 service years
Rodder truck	15 service years
Water Tanker	15 service years
Mid-size to Large van	7 service years / 85,000 Miles
Bituminous Applicator	15 service years
Zipper	15 service years
Backhoe / loader	15 service years
Forklift	15 service years
Articulating boom truck	7 service years / 85,000
CCTV Truck	7 service years / 85,000
Tree chipper trailer	15 service years

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Debt Summary

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The City of San Bruno's debt portfolio consists of 10 issuances including debt to support critical capital facilities, such as water, sewer and wastewater facilities, CityNet Services and internet equipment, fire apparatus and other facilities. The City's debt portfolio and the burden on the General, Water and Wastewater funds is low.

The City's debt policy was adopted by the City Council on October 10, 2017. The debt policy complies with Government Code Section 8855(i) for which the City Council acts as the legislative body for the City and the Public Financing Authority.

The objectives of the City's debt policy are as follows:

- Maintain cost-effective access to the capital markets through prudent fiscal management policies and practices;
- Ensure debt service commitments are made through effective planning and cash management;
- Ensure compliance with all applicable Federal and state securities laws;
- Achieve the highest practical credit ratings within the context of the City's financing needs and financing capabilities;
- Ensure all debt is structured to protect both current and future taxpayers, ratepayers, and constituents of the City; and
- Ensure that the City's debt is consistent with the City's planning goals and objectives and capital improvement program or budget.

The City is committed to long-term financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. It is a policy goal of the City to protect taxpayers, ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The table below lists key debt metrics, such as the level and burden of debt, the industry target or standard, which fund is impacted by the debt, and the current metric for the City of San Bruno as adopted in the FY2020-21 budget. All 6 metrics are favorable for San Bruno as it relates to the industry standard or target.

Metric	Target	Fund	FY2022-23 Budget
Debt Level	<\$2,000 per capita and	General Fund	\$253.82
	<3% debt to market value assessed properties		0.12%
Debt Service Burden	<8% of Total General Fund expenditures		4.3%
Rapid debt amortization	>65% within 10 years		100%
Debt Service Coverage	1.25 annual net revenue over debt service	Water Enterprise	7.10
		Wastewater Enterprise	3.09

In the adopted FY2022-23 budget, the City intends to issue new debt to fund fire apparatus. The City routinely monitors debt interest rates and will evaluate the need for a potential refinancing opportunity throughout the fiscal year.

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This section summarizes the debt service obligations of the City as of July 1, 2022 and the amounts due during the fiscal year for payment of principal and interest.

Debt	Purpose	Year of Issuance	Year of Maturity	Original Amount	Outstanding Principal*	Interest Rate	Annual Debt Service Budget				Funding Source
							FY2021-22 Total	FY2022-23 Principal	FY2022-23 Interest	FY2022-23 Total	
State Revolving Fund with City of South San Francisco	Rehabilitation of the Sewer Water Quality Treatment Plant jointly owned with the City of South San Francisco	1999	2023	\$9,104,859	\$574,610	Varies	\$589,551	\$574,611	\$14,940	\$589,551	Wastewater Fund
State Revolving Fund with City of South San Francisco	Rehabilitation of the Sewer Water Quality Treatment Plant jointly owned with the City of South San Francisco	2007	2026	\$7,147,177	\$1,724,532	Varies	\$458,470	\$415,352	\$43,119	\$458,471	Wastewater Fund
Pension Obligation Bonds (POBs)	Refund outstanding side fund obligation of the City's Safety Plan to the California Public Employee's Retirement System	2013	2027	\$13,175,000	\$5,240,000	4.05%	\$1,180,075	\$970,000	\$207,175	\$1,177,175	General Fund
Wastewater Revenue Refunding Bonds	Construction of improvements to the City's Wastewater System	2013	2033	\$6,955,000	\$4,650,000	3% to 4.25%	\$531,800	\$335,000	\$196,725	\$531,725	Wastewater Fund
Cable Fiber to the Home Loan for Multi-Dwelling Units	Fund Fiber to the Home project at Shelter Creek Condominiums	2016	2023	\$1,170,000	\$155,665	0.525%	\$170,269	\$155,665	\$409	\$156,074	General Fund Capital Reserve
Fire Apparatus Lease Purchase Financing	Acquisition of two Type I 1500 GPM Pumpers Fire Engine	2022	2032	\$1,956,071	\$1,956,071	3.99%	\$0	\$133,081	\$62,526	\$195,607	General Fund
Wastewater Revenue Bonds	Fund Improvements to the Wastewater System	2017	2047	\$24,470,000	\$22,860,000	3% to 5%	\$1,424,050	\$485,000	\$934,650	\$1,419,650	Wastewater Fund
Water Revenue Bonds	Fund Improvements to the Water System	2017	2047	\$11,615,000	\$10,850,000	3% to 5%	\$672,850	\$230,000	\$443,650	\$673,650	Water Fund
Cisco Router Lease Purchase	Acquisition of Internet Router Equipment for the Cable Enterprise	2018	2022	\$1,630,339	\$339,090	3.75%	\$352,027	\$339,090	\$12,937	\$352,027	General Fund Reserve
Lease Revenue Bond	Construction of the San Bruno Police Facility at 1177 Huntington Avenue	2019	2031	\$4,670,000	\$3,715,000	2.39%	\$511,650	\$350,000	\$158,050	\$508,050	Redevelopment Property Tax Trust Funds

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GLOSSARY OF TERMS

Accounting Period – The City of San Bruno's fiscal year is divided into 12 accounting periods. Each accounting period is a month and may have two or three pay periods.

Accounting System – The total structure of records and procedures which identify, record, classify, summarize and report information on the financial position and results of operations of a government.

Accrual Basis of Accounting – A method of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received and spent.

Accomplishment – Programs and activities successfully completed in the prior fiscal year.

Adopted Budget – The annual City budget as approved by City Council on or before June 30 for the fiscal year beginning July 1. This adopted budget establishes the legal authority for the expenditure of funds.

Amended Budget – The Adopted Budget plus/minus any mid-year City Council actions.

Americans with Disabilities Act (ADA) – Americans with Disabilities Act, Public Law 336 of the 101st Congress, enacted July 26, 1990. The ADA prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of telecommunications device for the deaf (TDD)/telephone relay services.

Appropriation – A legal authorization granted by the City Council to make expenditures and to incur obligations for specific purposes. For purposes of the Capital Improvement Program budget, appropriations are automatically renewed, for the life of the project, unless altered or revoked. For the operating budget, the unexpended and unencumbered appropriations lapse at the end of the fiscal year.

Appropriations Limit – Proposition 4 approved by the voters in 1980 limits the amount of money that cities may spend each year. This limit is set each year based on the amount that was appropriated in 1978-79 and adjusted each year for population growth and a cost-of-living factor.

Appropriation Ordinance – The official enactment by the City Council to establish legal authority for City officials to expend and obligate resources.

Assessed Valuation – (Related to Gann Limit Appropriation). A valuation set upon real estate or other property by the County Assessor which approximates fair-market value of real or personal property. In California, the assessed valuation is subject to ad valorem tax levy is governed by Proposition 13 and AB8 (1978).

Asset Type – Capital assets are generally large and expensive and expected to last for at least one year but may be required for decades of public use and include complex underground water distribution and wastewater collection systems to buildings, parks, streets, and bridges.

Asset Management – Asset management is a strategic, comprehensive approach that involves systematic data collection and the analysis to provide City management with a framework for making sound decisions each fiscal year. Asset managers must make decisions on when and how to inspect, maintain, repair, renew, and replace a diverse set of existing facilities in a cost-effective manner.

Balanced Budget – A balanced budget is defined as a budget where the anticipated operating revenues and other financing resources including carryover of outstanding encumbrances from prior year are equal to or exceed operating expenditures.

Budget – A plan of financial operation embodying an estimate of proposed expenditures for a given period of time and the proposed means of financing them. San Bruno's operating budget encompasses a fiscal year from July 1 through June 30.

Budget Amendment – The Council has the sole responsibility for adopting the City's budget and may amend or supplement the budget at any time after adoption. The City Manager has the authority to approve administrative adjustments to the budget as outlined in the Financial Policies set by Council.

Budgetary Basis – This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: cash, accrual or modified accrual.

Building Permit Fee – Fee required for new construction or for any alteration or addition to a residence or commercial building. The fee is based on valuation. Electrical or plumbing/mechanical work also requires a similar permit with an itemized fee schedule.

Business License Tax – A type of excise tax imposed on businesses for the privilege of conducting business in the community. The tax is most commonly based on gross receipts or levied at a flat rate.

Capital Assets – Assets of significant value and having a useful life of greater than two years (the term Fixed Assets is also used).

Capital Budget – A plan of proposed capital expenditures and the appropriations to finance them. The capital budget is usually enacted as part of the complete annual budget that includes both an operating component and a capital component. The capital budget should be based on a Capital Improvement Program (CIP) and is typically the first year of a multi-year CIP.

Capital Improvement Project – Projects which purchase or construct capital assets. Typically capital improvements projects include new street improvements, park equipment replacements, major construction of public facilities, water, wastewater and stormwater infrastructure replacements, major maintenance/repair projects such as street resurfacing or modifications to public facilities, and the acquisition of real property such as land.

Capital Improvement Program (CIP) – A comprehensive five-year plan of implementing proposed capital projects which identifies priorities as to need, cost, and method of financing during the next five years. The first year of the CIP is typically adopted as the annual capital budget.

Capital Projects Fund – Fund type used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).

Capital Outlay – Expenditure for the acquisition of equipment and furniture with a useful life of two or more years and an acquisition cost of \$10,000 or more per unit. Capital Outlay is budgeted in the operating budget.

Carryover Appropriations – Unexpended project cost previously appropriated and designated for future design/construction activities. Carryover appropriations include encumbered funds dedicated to approved service or construction contracts as well as unencumbered funds for future planned work efforts.

Certificates of Participation (COP) – Debt instrument, commonly called COP that provides long-term financing through a lease or through an installment agreement.

Community Development Block Grant – Federal grant allocated according to pre-determined formulas and for use within a pre-approved broad functional area such as the CDBG.

Consumer Price Index (CPI) – A statistical description of price levels provided by the United States Department of Labor. The change in this index from year to year is used to measure the cost of living and economic inflation.

Contingency – An amount set aside for emergency or unanticipated expenditures and revenue shortfalls.

Contractual Services – Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include maintenance agreements and professional consulting services.

Debt Service – Payment of interest and repayment of principal to holders of the City's debt instruments.

Debt Service Fund – A government fund type used to account for the accumulation of resources and the payment of, principal and interest on the City's bonds, Certificates of Participation (C.O.P.), and other long-term obligations.

Department – A major organizational unit of the City, which has been assigned overall management responsibility for an operation or a group of related operations within a functional area. In San Bruno, Department Heads are the chief administrators within a department. Program Managers typically report to either the Department Head or his/her assistant.

Development Impact Fees – Fees placed on the development of land or conditions required for the approval of a development project such as the donation ("dedication" or "exaction") of certain lands (or money) to specific public uses. The fees are typically justified as an offset to the future impact that development will have on existing infrastructure.

Division – An organizational unit within a City department.

Educational Revenue Augmentation Fund (ERAF) – Accounts established by the state legislature to receive shifts of property tax revenues from cities, counties, special districts and redevelopment agencies. The additional ERAF property tax revenues to schools enable the state to reduce support from the state general fund, thereby saving the state billions of dollars annually.

Encumbrances – An anticipated expenditure committed for the payment of goods and services not yet received or paid for. They are commitments against an approved budget for unperformed (executed) contracts for goods and services. They cease to be encumbrances when the obligations are paid or otherwise terminated.

Enterprise Fund – Used to account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the City Council is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user fees and charges or where the City Council has decided that periodic determination of net income is appropriate.

Equipment Charges – Charges or "rental fees" charged to user departments to defray the cost of maintaining the equipment used and to replace the equipment when it exceeds its useful life.

Equity – The net assets of a fund (i.e. the assets less the liabilities on a fund balance sheet).

Expenditure – The payment of cash for an asset obtained or goods and services obtained. Note: An encumbrance is not an expenditure; an encumbrance reserves funds to be expended. (See Encumbrances.)

Expense – Charges incurred for operations, maintenance, interest or other charges.

Fee – A charge to the consumer for the cost of providing a particular service. California government fees may not exceed the estimated reasonable cost of providing the particular service or facility for which the fee is charged, plus overhead.

Fines, Forfeitures and Penalties – Revenues received and/or bail monies forfeited upon conviction of a misdemeanor or municipal infraction.

Fiscal Year – The period designated by the City for the beginning and ending of financial transactions. The fiscal year begins July 1 and ends June 30.

Fixed Assets – Assets of long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture or other equipment. The city has defined such assets as those with an expected life in excess of two years and an acquisition cost in excess of \$10,000.

Forfeiture – See fines, forfeitures and penalties.

Franchise Act of 1937 – Like the Broughton Act, restricts franchise collections to 2% of gross annual receipts, but includes a minimum fee of 1/2% of gross annual receipts for electric franchises or 1 % of gross annual receipts for gas or water franchises operating within the city limits.

Franchise Fee – A regulatory fee charged to a franchisee for “rental” or “toll” for the use of city streets and rights-of-way utility companies for the privilege of doing business in the City of San Bruno, i.e. garbage franchise fee, gas and electric franchise fee, and Cable TV franchise fee.

Full-Service City – A city that is financially responsible for the major categories of municipal services including police, fire, planning and parks services. San Bruno is a full-service City.

Full Time Equivalent (FTE) – The numeric equivalent of a staff position based on the amount of time that a regular, full-time employee normally works in a year. Full-time employees are paid for 2,080 hours in a year equating 1.0 FTE. Correspondingly, a part-time employee who worked 1,040 hours would equate to 0.5 FTE.

Fund – Municipal governments organize and operate their accounting systems on a fund basis. A fund is an independent financial and accounting entity with a self-balancing set of accounts used to record all financial transactions relating to revenues, expenditures, assets and liabilities related to the specific purpose for which the fund was created.

Fund Balance – The amount of financial resources immediately available for use. Generally, this represents the difference between unrestricted current assets over current liabilities. Fund Balance is future classified as designated, undesignated, reserved, and unreserved.

Fund Classifications – One of the three categories (governmental, proprietary, and fiduciary) used to classify fund types.

Fund Type – One of eleven classifications into which all individual funds can be categorized. Governmental fund types include the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds. Proprietary fund types include enterprise funds and internal service funds. Fiduciary fund types include pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds.

Gann Limit (Proposition 4 – 1979) – This initiative, now Article XIIB of the state Constitution, was drafted to be a companion measure to Proposition 13, Article XIII A of the Constitution. Article XIIB limits growth in government spending to changes in population and inflation.

Gas Tax – Share of revenue derived from the State taxes on gasoline.

General Fund – The primary operating fund of the City. It is used to account for financial resources that are not legally or contractually required to be accounted for in another fund. With the exception of subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose.

General Law City – A city that has not adopted a charter and is therefore bound by the state’s general laws, even with respect to municipal affairs. In contrast, charter cities have authority over “municipal affairs,” trumping state law governing the same topic.

General Obligation (G.O.) Bonds -Bonds issued through a governmental entity which have the legal authority to levy a tax on real and personal property located within the governmental boundaries at any rate necessary to collect enough money each year to pay for principal and interest due.

General Revenue – Those revenues that are not associated with a specific expenditure, such as property taxes (other than voter approved indebtedness), sales tax, and business license tax.

- General Tax – A tax imposed for general governmental purposes, the proceeds of which are deposited into the general fund. A majority vote of the electorate is required to impose, extend or increase any general tax. See also "special tax."
- Government Accounting Standards Board (GASB) – A standard-setting body, associated with the Financial Accounting Foundation, which prescribes standard accounting practices for governmental organizations.
- Governmental Funds – Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds and permanent funds.
- Grants – Contributions of cash or other assets from another governmental agency to be used or expended for a specified purpose, activity or facility.
- Highway Users Tax Account (HUTA) – State transportation revenues from motor vehicle fuel taxes allocated to state and local governments by formula.
- Hotel/Motel Tax – also known as Transient Occupancy Tax – Tax levied by cities on persons staying 30 days or less in room(s) in a hotel, inn, motel, or other lodging facility. The tax is currently 12% of receipts.
- Infrastructure – The physical assets of a government (i.e. streets, water and sewer systems, public buildings and parks).
- Investment Earnings – Income resulting from the prudent investment of idle cash. The types of investments are controlled by the City's Investment Policy in accordance with the California Government Code.
- Investment Portfolio – The collection of securities held by an individual or institution.
- Internal Service Funds – Proprietary fund type that may be used to account for any activity that provides goods or services to other funds, departments, or agencies of the City on a cost reimbursement basis.
- Joint Powers Authority – The Joint Exercise of Powers Act authorizes local public agencies to exercise common powers and to form joint powers authorities ("JPAs") for purpose of jointly receiving or providing specific services.
- Legal Level of Budgetary Control – The lowest level at which a government's management may not reallocate resources without special approval from the legislative body.
- Levy – (verb) To impose taxes, special assessments or service charges for the support of governmental activities; (noun) the total amount of taxes, and/or special assessments and/or service charges imposed by a governmental agency.
- Line Item – The description of an object of expenditure, i.e. salaries, supplies, contract services, etc.
- Liquidity – The ability to convert assets or securities into cash promptly with minimum risk of principal.
- Licenses and Permits – A charge designed to reimburse city for costs of regulating activities being licensed, such as licensing of bicycles, etc.
- Local Agency Investment Fund (LAIF) – A special fund in the state treasury. Local governments may deposit in this fund through the state treasurer for investment purposes.
- Maintenance of Effort (MOE) – A requirement, often as a condition of an intergovernmental subvention or supplemental tax, to maintain a level of spending at a certain level. Maintenance of Effort requirements are intended to prevent or limit the use of the additional revenues to supplant existing revenues such that the new revenues result in an increase in the level of program spending and services.
- Materiality – The magnitude of an omission or misstatement of accounting information that, in the light of surrounding circumstance, makes it probable that the judgment of a reasonable person relying on the

information would have been changed or influenced by the omission or misstatement. The objective of accountability in governmental financial reporting requires materiality to be judged in both a quantitative and qualitative manner (involves such issues as legal and contractual compliance).

Modified Accrual Basis – A basis of accounting in which revenues are recognized when measurable and available and expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and accumulated unpaid vacation, sick pay and other employee benefit amounts, which are recognized as expenditures to the extent they have matured.

Motor Vehicle Fuel Tax – An excise tax, applied per gallon, on fuel used to propel a motor vehicle or aircraft. Use of tax is limited to research, planning, construction, improvement, maintenance and operation of public streets and highways or public mass transit guideways.

Motor Vehicle License Fee (VLF) – A fee for privilege of operating a vehicle on public streets. VLF is levied annually at 2 percent of the market value of motor vehicles and is imposed by the state “in lieu” of local property taxes. VLF is also called Motor Vehicle in-Lieu Tax.

Net Position – The equity associated with (the difference between) general government wide assets and liabilities. Proprietary Fund equity is also classified as Net Positions. Net Positions are future classified as restricted and unrestricted.

Non-Departmental – This department has the sole purpose of accounting for all expenditures that the City cannot specifically designate to any operating department.

Operating Budget – The operating budget provides a plan for current expenditures and the proposed means of financing them. In a broader sense, the annual operating budget is a statement of what services the municipality will deliver to its citizens.

Ordinance – A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless pre-empted by a higher form of law. An Ordinance has a higher legal standing than a Resolution and is typically codified in a city's municipal code.

PERS – acronym for State of California's Public Employee's Retirement System (PERS) for the City's employees.

Prior-Year Encumbrances – Obligations from previous fiscal years in the form of purchase orders or contracts. They cease to be an encumbrance when the obligations are paid or otherwise terminated.

Property Tax – An ad valorem tax imposed on real property (land and permanently attached improvements) and tangible personal property (movable property).

Property Tax In Lieu of VLF – Property tax shares and revenues allocated to cities and counties beginning in FY2004-05 as compensation for Vehicle License Fee (VLF) revenues, previously allocated to cities and counties by the State. Referred to in the statute as “vehicle license fee adjustment amounts.”

Proprietary Funds – Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

Reimbursement for State Mandated Costs – Article XIIB, Section 6 of the California Constitution which requires the state to reimburse local agencies for the cost of state-imposed programs. Process is commonly called "SB 90" after its original 1972 legislation.

Recreation Fees – Charges for services provided to participants of Community and Recreation Services' classes, activities, and recreational sports.

Regulatory Fee – A charge imposed on a regulated action to pay for the cost of public programs or facilities necessary to regulate a business or other activity or mitigate the impacts of the fee payer on the community. A regulatory fee does not include a charge on a property or a property owner solely due to property ownership.

Rents and Concessions – Charges for rentals of City facilities.

Reserves – An account which the City uses either to set aside revenues that it does not need to spend in the current fiscal year or to earmark revenues for a specific future purpose such as to protect the City from emergencies or unanticipated expenditures.

Resolution – A special or temporary order of a legislative body requiring less formality than an ordinance.

Restricted Net Positions – net positions with constraints placed on the use either by 1) external groups, such as creditors, grantors, contributors, or laws or regulations of other governments; or 2) law through constitutional provisions or enabling legislation.

Revenue – Sources of income that the City receives during a fiscal year. Examples of revenue include taxes, intergovernmental grants, charges for services, resources carried forward from the prior year, operating transfers from other funds, and other financing sources such as the proceeds derived from the sale of fixed assets.

Sales Tax – Of the \$0.09 sales tax paid on every \$1.00 spent when shopping in San Bruno, approximately \$0.01 is returned to the City.

Secured Property – As the property tax is guaranteed by placing a lien on the real property, secured property is that real property in which the value of the lien on the real property and personal property located thereon is sufficient to assure payment of the tax.

Securities – Investment instruments such as bonds, stocks and other instruments of indebtedness or equity.

Service Charges – Charges imposed to support services to individuals or to cover the cost of providing such services. The fees charged are limited to the cost of providing the service or regulation required (plus overhead).

Service Level Enhancements – New program expenditures or capital equipment, which a City department adds to their basic budget to enhance the quality and/or quantity of service they provide the public.

Supplies and Contractual Services – The category of line items that describe non-salary and non capital outlay expenditures.

Special Revenue Fund – Used to account for specific revenues that are legally or otherwise set aside for restricted use e.g. gas tax receipts are set aside in such a fund to be used solely for street improvements.

Supplemental Appropriation – An additional appropriation made by the governing body after the budget year has started.

Tax – Compulsory charge levied by a government for the purposes of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

Tax Rate – The amount of tax applied to the tax base. The rate may be flat, incremental or a percentage of the tax base, or any other reasonable method.

Teeter Plan – Enacted in 1949, an alternative method for allocating delinquent property tax revenues, authorized by Revenue and Taxation Code section 4701, in which the County Auditor allocates property tax revenues based on the total amount of property taxes billed, but not yet collected. The county government then collects and keeps the delinquency, penalty and interest payments. The City of San Bruno is on the teeter plan.

Transfers In/Out – Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

Transient Occupancy Tax (TOT – Tax levied by cities on persons staying 30 days or less in a room(s) in a hotel, inn, motel, tourism home, non-membership campground or other lodging facility.

Undesignated Unreserved Fund Balance – Available expendable financial resources in a governmental fund that are not the object of tentative management plans (designations).

Unrestricted Net Positions – That portion of net positions that is neither restricted nor invested in capital assets (net of related debt).

Unsecured Property – As the property tax is guaranteed by placing a lien on the real property, unsecured property is that real property in which the value of the lien is not sufficient to assure payment of the property tax.

Use Tax – A tax imposed on the use or storage of tangible personal property when sales tax is not paid.

User Fee – Fees charged for the use of a public service or program such as for recreation programs or public document retrieval. User fees for property-related services are referred to as property-related fees.

Utility Connection Fee – Utility connection fees or capacity fees are imposed on the basis of a voluntary decision to connect to a utility system or to acquire the right to use additional capacity.

Vehicle License Fee (VLF) – VLF is fee for privilege of operating vehicle on public streets. VLF is levied annually at 2% of the market value of motor vehicles and is imposed by the state "in lieu" of local property taxes. VLF is also called Motor Vehicle in-Lieu Tax. See VLF in Lieu Property Tax Swap.

Yield – The annual rate of return on an investment, expressed as a percentage of the investment.

ARPA Funds
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Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget FY22 vs FY23	Notable Changes
	Salaries	\$ 164,480	\$ 155,817	\$ (8,663)	25% of FY 2021-22 enhancement request on a Economic Development Manager (EDM) and 25% of Executive Assistant are charged to General Fund in FY2022-23. The budget for these postions was charged 100% to ARPA in the previous fiscal year. Increased budget on EDM enhancement this year.
	Fringe Benefits	\$ 70,503	\$ 66,430	\$ (4,073)	
	Total Salaries & Benefits	\$ 234,983	\$ 222,247	\$ (12,736)	
6001	OFFICE SUPPLIES			\$ -	
6102	OPERATING SUPPLIES			\$ -	
6112	POSTAGE			\$ -	
6141	PRINTING, COPYING & BINDING			\$ -	
6401	PROFESSIONAL SERVICES			\$ -	
6405	TRAINING/MEETINGS/CONFERENCES			\$ -	
6406	PROFESSIONAL DEVELOPMENT	\$500	500	\$ -	
6409	SPECIAL PROJECTS			\$ -	
6450	COMMUNICATIONS			\$ -	
6701	DUES & MEMBERSHIPS			\$ -	
6702	PUBS & SUBSCRIPTIONS			\$ -	
	Total Supplies & Materials	\$ 500	\$ 500	\$ -	
	Total Expenditures	\$ 235,483	\$ 222,747	\$ (12,736)	

City of San Bruno
Department of Police Expenditure - ARPA
Fiscal Year FY2022-23
Department 006-2010

Expenditures					
Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	Salaries	\$ 331,193	\$ 261,454	\$ (69,739)	25% of 3 police officers are charged to General Fund in FY2022-23. They were charged to ARPA in the previous fiscal year.
	Fringe Benefits	\$ 133,588	\$ 104,402	\$ (29,186)	
	Total Salaries and Benefits	\$ 464,781	\$ 365,856	\$ (98,925)	
	Total Expenditures	\$ 464,781	\$ 365,856	\$ (98,925)	

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	Salaries	\$ 551,454	\$ 477,001	\$ (74,453)	25% of 5 Firefighters are charged to General Fund in FY2022-23. They were charged to ARPA in the previous fiscal year.
	Fringe Benefits	211,747	188,067	(23,680)	
	Total Salaries & Benefits	\$ 763,201	\$665,068	\$ (98,133)	
	Total Expenditures	\$ 763,201	\$ 665,068	\$ (98,133)	

City of San Bruno

Department of Public Works - PW Admin & Engineering - ARPA

Fiscal Year FY2022-23

Department 006-3010

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	SALARIES	\$ 110,100	\$ 82,575	\$ (27,525)	Moved 25% 1FTE Associate/Assistant Engineer to GF / 75% ARPA
	ALLOCATION TO PROJECTS	-	-	-	
	FRINGE BENEFITS	45,235	34,671	(10,564)	Moved 25% 1FTE Associate/Assistant Engineer to GF / 75% ARPA
	Total Salaries & Benefits	\$ 155,335	\$ 117,246	\$ (38,089)	
6406	PROFESSIONAL DEVELOPMENT	\$ 500	\$ 500	-	
	Total Supplies & Materials	\$ 500	\$ 500	-	
(B)	Total Expenditures	\$ 155,835	\$ 117,746	\$ (38,089)	

City of San Bruno**Department of Public Works Streets - ARPA**

Fiscal Year FY2021-22

Department 006-4110

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	SALARIES	\$ 122,640	\$ 91,980	\$ (30,660)	Moved 25% of 2 FTE Maintenance Workers to GF / 75% ARPA
	FRINGE BENEFITS	71,992	55,580	(16,412)	Moved 25% of 2 FTE Maintenance Workers to GF / 75% ARPA
	Total Salaries & Benefits	\$ 194,632	\$ 147,560	\$ (47,072)	
(B)	Total Expenditures	\$ 194,632	\$ 147,560	\$ (47,072)	

City of San Bruno
Community Services Department - Parks Division - ARPA
Fiscal Year 2022-23
Department 006-5110

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	SALARIES	\$ 237,665	\$ 183,494	\$ (54,171)	25% of 3 Maintenance Workers and 2 part-time personnel are charged to General Fund in FY2022-23. They were charged to ARPA in the previous fiscal year.
	FRINGE BENEFITS	112,340	87,068	(25,272)	
	Total Salaries & Benefits	\$ 350,005	\$ 270,562	\$ (79,443)	
6102	OPERATING SUPPLIES	50,000	-	(50,000)	Relocated operating supplies back to General Fund.
	Total Supplies & Materials	\$ 50,000	\$ -	\$ (50,000)	
	Total Expenditures	\$ 400,005	\$ 270,562	\$ (129,443)	

City of San Bruno
Department of Community & Economic Development - Planning Expenditure - ARPA
Fiscal Year FY2022-23
Department 006-3310

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
5101	REGULAR SALARIES	\$13,616	\$174,366	\$160,750	2 Sr. Planner positions adopted in FY 21-22 Budget Enhancement. 1 Sr. Planner vacant for 10 months and 1 Sr. Planner to be filled in FY 22-23. 65% of 2 Sr. Planner positions funded by ARPA.
5102	PART-TIME SALARIES	\$0	\$0	\$0	
5105	OVERTIME	\$0	\$0	\$0	
	Salaries	\$13,616	\$174,366	\$ 160,750	
5107	HOLIDAY PAY	\$235	\$0	\$ (235)	
5151	UNIFORM ALLOWANCE	\$0	\$0	\$ -	
5167	LEAVE BUY-OUT	\$0	\$4,024	\$ 4,024	
5179	OTHER PAY	\$0	\$0	\$ -	
5199	ALLOCATION TO PROJECTS	\$0	(\$113,338)	\$ (113,338)	FY21-22 Ongoing Enhancement: 1 Long Range / Advance Planning Senior Planner (budget 75% year 1) 1 Senior Planner in ARPA. 65% will be cost recovery from Developer Deposit Fund
5201	PERS RETIREMENT	\$1,494	\$18,902	\$ 17,408	
5203	MEDICARE/FICA	\$205	\$2,877	\$ 2,672	
5205	DEF.COMP.CITY MATCH	\$141	\$872	\$ 731	
5220	INSURANCES	\$6,719	\$44,404	\$ 37,685	
	Fringe Benefits	\$8,794	(\$42,259)	\$ (51,053)	
	Total Salaries and Benefits	\$22,410	\$132,107	\$ 109,697	
6406	Professional Development	\$0	\$1,000	\$ 1,000	
	Total Other	\$0	\$1,000	\$ 1,000	
	Total Expenditures	\$22,410	\$133,107	\$110,697	

City of San Bruno
 Department of Community & Economic Development - Building Expenditure - ARPA
 Fiscal Year FY2022-23
 Department 006-3320

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
5101	REGULAR SALARIES	\$0	\$0	\$ -	
5102	PART-TIME SALARIES	\$0	\$0	\$ -	
	Total Salaries and Benefits	\$0	\$0	\$ -	
6401	PROFESSIONAL SERVICES	150,000	0	(150,000)	
	Total Expenditures	\$150,000	\$0	\$ (150,000)	

City of San Bruno
Community Services Department - Library Division - ARPA
Fiscal Year 2022-23
Department 006-5510

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	SALARIES	\$ 86,125	\$ 71,622	\$ (14,503)	25% of part-time salaries is charged to General Fund in FY2022-23. They were charged to ARPA in the previous fiscal year.
	FRINGE BENEFITS	6,589	5,479	\$ (1,110)	
	Total Salaries & Benefits	\$ 92,714	\$ 77,101	\$ (15,613)	
	Total Expenditures	\$ 92,714	\$ 77,101	\$ (15,613)	

City of San Bruno
Department of Information Technology - ARPA
Fiscal Year FY2022-23
Department 006-1530

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
	Salaries	\$ 62,246	\$ 69,678	\$ 7,432	1 FTE IT Associate 75% ARPA
	Fringe Benefits	\$ 28,483	\$ 32,646	\$ 4,163	1 FTE IT associate 75% ARPA
	Total Salaries & Benefits	\$ 90,729	\$ 102,324	\$ 11,595	
6406	PROFESSIONAL DEVELOPMENT	500	500	-	
	Total Supplies & Materials	\$ 500	\$ 500	\$ -	
(B)	Total Expenditures	\$ 91,229	\$ 102,824	\$ 11,595	

City of San Bruno**Non-Departmental Expenditures - ARPA**

Fiscal Year 2022-23

Department 006-9010

Description - This department is responsible for expenditures benefiting the general operations of the City and not assigned to an individual department.

Special non-departmental charges include the retiree medical reimbursement program and funding debt service payments.

Expenditures

Account	Expenditure Account Title	FY2021-22 Amended Budget	FY2022-23 Proposed Budget	\$ Change in Budget - FY22 vs FY23	Notable Changes
6502	COMMUNITY PROMOTION	112,000	-	(112,000)	ARPA Fund Enhancement: small business grants
Total Supplies & Materials		\$ 112,000	\$ -	\$ (112,000)	
8999	NON-OPERATING TRANSFER	1,750,000	1,100,000	(650,000)	ARPA Fund transfer to Technology capital projects.
Total Allocations		\$ 1,750,000	\$ 1,100,000	\$ (650,000)	
Total Expenditures		\$ 1,862,000	\$ 1,100,000	\$ (762,000)	

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